

**1 JUNE 1996**



**Civil Engineering**

**HOUSING HANDBOOK**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ USAF/CEHO  
( Ms Katherine Hurt)

Certified by: HQ USAF/CEH  
(Col Donald E. Murphy)

Pages: 94  
Distribution: F

---

This handbook supplements AFD 32-60, *Civil Engineering Housing*, as the directive for family housing. It also supplements AFI 32-6001, *Family Housing Management*, by providing additional guidance for managing and operating family housing. This handbook applies to all major commands (MAJCOM) and installations within the Air Force. It is provided for use as a guide and in no way usurps or in any way lessens the authority of the installation commander to define housing management policies. Installation commanders may use any part of this handbook to set local policy at their discretion.

<b>Chapter 1— HOUSING MANAGEMENT</b>	<b>5</b>
Section 1A Housing Applications and Waiting Lists	5
1.1. Advance Applications Procedures. ....	5
1.2. Within the Continental United States (CONUS). ....	5
1.3. Permanent Change of Station (PCS) From Unaccompanied Dependents Restricted (UDR) Tour. ....	5
1.4. Overseas (O/S) Areas. ....	5
1.5. Base Closure Transition Personnel (CONUS, including Alaska and Hawaii). ....	6
1.6. "Short Notice" PCS. ....	6
1.7. Availability Statements. ....	6
1.8. Housing Assignments for Others. ....	7
Table 1.1. Assignment to Family Housing. ....	7
1.9. Waiting Lists and Freeze Zones. ....	9
1.10. Substandard Housing. ....	10
Section 1B Prestige Senior NCO Housing	10

1.11. Senior Enlisted Advisors. ....	10
Section 1C Bedroom Requirements and Assignment Policies	11
1.12. Bedroom Entitlements. ....	11
Table 1.2. Bedroom Authorization Based on Grade. ....	11
Table 1.3. Bedroom Requirements Based on Family Size and Composition. ....	12
1.13. Assignment Priorities. ....	13
1.14. Assignment to Family Housing. ....	14
1.15. Acceptance of Adequate Housing. ....	14
Table 1.4. Assignment of Housing to Spouses in the Military Service. ....	15
1.16. Personal Preference Options. ....	16
1.17. Turn-Down Options. ....	16
1.18. Storage of Household Goods (HHGs). ....	17
Section 1D Retention and Termination	18
1.19. Retention or Termination of Assigned Housing. ....	18
1.20. Retention of Assigned Housing. ....	18
1.21. Termination of Assigned Housing. ....	20
1.22. Termination Procedures: ....	21
Section 1E Community Housing and Relocation Assistance	22
1.23. Purpose. ....	22
1.24. Rental and Sale Listings. ....	22
1.25. Counseling and Assistance. ....	22
1.26. Homeowners Assistance Program. ....	24
1.27. Handling Complaints. ....	27
1.28. Conducting Housing Inspections. ....	27
1.29. Maintaining Community Liaison. ....	27
1.30. Housing Discrimination. ....	27
Section 1F Unit Moves and Base Closures	29
1.31. Initial PCS Notification. ....	29
Section 1G Family Housing Inspections and Maintenance and Repair	30
1.32. Family Housing Inspections. ....	30
1.33. Government Maintenance and Repair of FH. ....	31

1.34. Housing Maintenance Contracts. ....	32
<b>Chapter 2— MOBILE HOME PARKS</b>	<b>33</b>
2.1. Utilization. ....	33
2.2. Mobile Home Safety Features. ....	33
2.3. Application for Mobile Home Space. ....	33
2.4. Retention and Termination. ....	33
2.5. Management Responsibilities. ....	33
2.6. Resident Responsibilities. ....	34
<b>Chapter 3— FINANCIAL MANAGEMENT</b>	<b>35</b>
3.1. Basic Allowance for Quarters (BAQ). ....	35
3.2. Civilian Living Quarters Allowance (LQA). ....	35
3.3. Reimbursement of FH Account. ....	35
3.4. Temporary Lodging Allowance (TLA). ....	36
3.5. Local Drayage and Storage of Household Goods. ....	36
3.6. Mobile Home Park Financial Administration. ....	36
<b>Chapter 4— HOUSING REQUIREMENTS, INVENTORY, AND DEVELOPMENT</b>	<b>38</b>
4.1. Housing Requirements. ....	38
4.2. Housing Community Plan (HCP). ....	38
4.3. Housing Requirements Analysis (HRA). ....	38
4.4. Economic Analysis (EA). ....	38
4.5. Programming for Family Housing. ....	39
<b>Chapter 5— HOUSING FLOOR AREA AUTHORIZATIONS</b>	<b>40</b>
5.1. Standards for Air Force Family Housing. ....	40
Table 5.1. Maximum Net Floor Areas Authorized. ....	40
Table 5.2. Exceptions to the Authorized Maximum Amounts for Living Area. ....	41
<b>Chapter 6— FORMS USE AND SUBMITTAL</b>	<b>42</b>
6.1. Housing Forms. ....	42
Table 6.1. Family Housing Forms. ....	42
6.2. AF Form 1326-Change Of Occupancy Record. ....	44
6.3. AF Form 1327 - Temporary Redistribution of Family Housing. ....	45

6.4. DD Form 1410, Family Housing Inventory and Occupancy, and DD Form 1411, Family Housing Inventory Designation and Assignment. ....	48
<b>Chapter 7— STANDARDIZED AIR FORCE HOUSING BROCHURE</b>	<b>55</b>
7.1. Air Force Housing Brochure. ....	55
<b>Attachment 1—GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS</b>	<b>72</b>
<b>Attachment 2—HOUSING OF CIVILIAN PERSONNEL</b>	<b>79</b>
<b>Attachment 3—HOMEOWNERS ASSISTANCE PROGRAM DOD POLICY AND CRITERIA</b>	<b>82</b>
<b>Attachment 4—SUBJECT INDEX</b>	<b>90</b>

## Chapter 1

### HOUSING MANAGEMENT

#### *Section 1A—Housing Applications and Waiting Lists*

**1.1. Advance Applications Procedures.** Eligible personnel may submit an advance application (DD Form 1746, **Application for Assignment to Housing**) to the gaining installation for family housing (FH) at any time after they have received PCS or active duty orders. Applicants should provide any information regarding an impending promotion, an expected increase in the number of dependents, or a family member's maturation which would qualify an eligible applicant for more bedrooms within the next 12 months. A physician's statement is usually required to confirm pregnancy. A written statement from the Military Personnel Flight can serve as proof of selection for promotion. The housing office of the losing installation should review the information and forward the DD Form 1746, with any attachments, to the gaining housing office within one work day. The losing housing office keeps one copy on file for 6 months to verify submission. The third copy of the application form is kept by the applicant. Personnel ordered to "extended active duty" may also submit advance applications; the effective date of the application is the date of entry into active duty.

**1.2. Within the Continental United States (CONUS).** The effective date of advance applications is the first day of the month prior to the month in which the applicant arrives at the gaining installation. This is the reporting (sign-in) month.

1.2.1. If the applicant arrives at the new duty station later than the stated arrival month, the effective date of application can be adjusted to the first day of the month prior to the actual arrival month. The arrival date may be verified from a travel voucher.

1.2.2. If the applicant arrives at the gaining installation prior to the stated arrival month, the applicant has the option of keeping the original effective date of application, or assuming a "walk-in date."

**1.3. Permanent Change of Station (PCS) From Unaccompanied Dependents Restricted (UDR) Tour.** Advance applications from members transferring from a UDR tour who are eligible for housing should receive priority placement on the gaining installation's waiting list. The effective date of application is usually the date of departure from the continental United States (DDCONUS). The maximum credit is normally limited to the normal UDR tour length at the losing installation. The gaining housing office adds these members to the appropriate waiting list without bypassing members within the freeze zone. Walk-in applications should receive retroactive credit if the member applies within 30 days after arrival. This paragraph does not apply to:

1.3.1. Members who acquire dependents in the UDR tour area (country).

1.3.2. Members whose dependents travel to or join them at the UDR tour area at government expense.

**1.4. Overseas (O/S) Areas.** The requirements and conditions for submitting advance housing applications for overseas areas are as follows:

1.4.1. PCS from CONUS to O/S Areas. The advance application date for housing at the gaining installation is the first day of the month prior to the month the member departed from CONUS.

1.4.2. PCS From Long Tour O/S Areas. The effective date for advance applications from members selected for consecutive overseas tours from a long tour (dependents authorized) area to another long tour area, either between or within theaters, is the same advance application effective date as in CONUS (paragraph 1.2.). However, if the member elects to complete a consecutive tour due to base closure or draw down, his or her Date of Return from Overseas (DEROS) changes, and the transfer occurs within 30 months of the member's DDCONUS or date of arrival in theater, the advance application date for housing at the gaining installation is the first day of the month prior to the month departed CONUS as stated in the travel orders, or the applicant's arrival in theater, whichever is later.

1.4.3. Transfers Within or Between Overseas Theaters Prior to Completion of Tour. Advance applications from members involuntarily transferred prior to the completion of their overseas tour within or between overseas theaters can receive priority placement on the gaining installation's waiting list. The following rules apply:

1.4.3.1. The effective date of application is the same as that used at the losing installation. If no application was submitted at the losing installation, the application effective date is the date that the member arrived at the losing installation, provided the member was then eligible for housing. Otherwise, the effective application date is the date of eligibility for housing.

1.4.3.2. The maximum credit may not exceed the authorized tour length at the gaining installation.

1.4.3.3. The transfer should occur before the last 6 months of the member's current tour.

1.4.3.4. The member should apply for housing at the gaining installation within 30 days of arrival to obtain retroactive credit.

**1.5. Base Closure Transition Personnel (CONUS, including Alaska and Hawaii).** Eligible members currently occupying family housing who are part of a base closure transition team that is placing the base in caretaker status may send their dependents to the next duty station. The following conditions apply:

1.5.1. Housing is assigned to family members under normal conditions; the effective date of application is the walk-in date of the dependents.

1.5.2. The sponsor's projected arrival to the duty station is within 90 days.

1.5.3. The spouse should have a copy of the PCS orders and a letter signed by the sponsor's commander certifying that the member was delayed due to assignment to a transition closure team.

1.5.4. Family decisions may not be overturned by the sponsor.

**1.6. "Short Notice" PCS.** If a member receives "short notice" PCS orders to report to the gaining base within 30 days of the date the PCS orders were received, the effective date of application for CONUS bases is the first day of the month prior to the arrival month, and for overseas locations, it is the first day of the month prior to the DDCONUS. The applicant should submit an application for housing within 30 days after arrival to obtain a retroactive credit.

**1.7. Availability Statements.** The housing office forwards to the member a DD Form 1747, **Status of Housing Availability**, which outlines the housing situation at the gaining base. This is normally accomplished within 2 duty days of receiving an advance application for housing. Installation commanders may

incorporate control rules into the installation in-and-out processing system to make sure that applicants report to the housing office in a timely fashion.

**1.8. Housing Assignments for Others. Table 1.1.** provides a summary of personnel who are eligible for housing.

**Table 1.1. Assignment to Family Housing.**

<b>R U L E</b>	<b>A When the person is</b>	<b>B and</b>	<b>C and</b>	<b>D then the installation commander</b>
1	assigned/attached to the installation for housing support and is joined or	is eligible and applied for adequate family housing	adequate housing is available	may assign housing according to Chapter 2 of AFI 32-6001.
	accompanied by family members (or family members are en route)	is eligible and has applied for substandard housing	substandard housing is available	may assign housing according to Chapter 2 of AFI 32-6001 and this handbook.
2	a bachelor or unaccompanied chaplain	requires family housing to perform professional and pastoral duties	has been approved for occupancy of housing	may assign housing. However, occupancy is limited to one housing unit per installation when a waiting list exists for quarters in that category. Multiple occupancy may be effected on a voluntary basis when more than one bachelor chaplain is assigned.
3	an eligible military member	is unable to obtain private housing due to discriminatory practices in the community	housing is available	may consider assignment of housing for hardship reasons.
4	an eligible civilian employee	is an incumbent of a key/mission essential position	housing is available	may assign family housing according to the provisions of Attachment 2 of this handbook.
		is authorized housing as a condition of employment		

		is overseas and adequate housing and support facilities are not available in the private community		
		housing is excess to military personnel		
5	a family member of an eligible military member	the military member is assigned to an unaccompanied overseas tour	housing is excess	may assign housing according to Chapter 1 of this handbook.
6	Red Cross personnel	is on duty with the Air Force	housing is available	may assign housing on the same basis as for DoD/NAF civilian employees. See Attachment 2 of this handbook.
7	allied exchange personnel			may make family housing available on the same basis as for Air Force personnel of comparable grade. (Note 1).
8	Security Assistance Training Personnel	housing is excess		may make family housing available.
9	a non-US citizen employee	assigned to an overseas Air Force installation		may assign housing at an approved rental rate based on the applicable treaty or agreement with the host nation.
10	foreign liaison personnel accredited by HQ USAF			may assign housing if excess to requirements of military personnel assigned or attached to the installation for housing support (and authorized by HQ USAF/CEH). (Note 2).

#### NOTES:

1. When family housing is assigned, reimbursement is at a rate established by the exchange officer agreement. If on a comparable basis with USAF counterpart, use BAQ and VHA or OHA rates of the USAF counterpart or a reasonable value determined by a fair market value assessment.
2. When these personnel are assigned family housing, they should be charged a comparable grade or BAQ rate.



**1.9. Waiting Lists and Freeze Zones.** Housing managers keep a current waiting list displayed in the housing office for public viewing. A member's name may not be on more than one waiting list, except for substandard housing.

1.9.1. Personnel occupying housing who will gain an entitlement to other housing within 12 months, as a result of an impending increase in the number of dependents, the maturation of children, or on selection for promotion to a different category, may apply for and be assigned to housing for their new entitlement prior to the effective date of the actual event. Key and essential personnel should be assigned housing to accommodate their impending entitlement as stated above.

1.9.2. Personnel receiving a firm commitment for assignment to housing are removed from the waiting list, and such a commitment should be honored.

1.9.3. Personnel on the waiting list should notify the housing office when there is a change in housing entitlement. Changes include: demotion; divorce; divorce followed immediately by remarriage; dependents no longer reside with the sponsor; or the sponsor no longer resides with the dependents. In situations where the loss of a dependent changes bedroom entitlement, the member should be allowed to transfer to the new waiting list using the same date of application as the waiting list from which being transferred.

1.9.4. There are separate priorities for assigning positions on the waiting list for general and senior grade officers. Positions on the waiting list are set up according to the priorities listed below.

1.9.4.1. General officers and colonels (Grades O-6 and above):

- Grade.
- Date of rank (DOR).
- Length of service.
- Date of birth.

1.9.4.2. All other grades including field grade, company grade (O-1 to O-3, W-1 to W-4), senior NCO (E-7, E-8, E-9), and ENL (E-1 to E-6):

- Date application is received.
- Grade.
- Date of Rank (DOR).
- Length of service.
- Date of birth.

**NOTE:**

Except for the assignment of key or mission essential personnel and hardship cases, the top 10 percent of each waiting list is protected from bumping (frozen). When all other factors are equal, final determination for priority is the sponsor's date of birth (see AFI 36-2604, *Service Dates and Dates of Rank*).

1.9.5. A "walk-in" (no advance application) is placed on the waiting list as of the date the member walks in to apply for housing. This means that a "walk-in" arriving after the first day of a given month is preceded on the list by all advance applications from members arriving the following month.

1.9.6. Advance applications or "walk-ins" are placed on the waiting list for their category of housing on the appropriate day by grade, DOR, and length of service.

1.9.7. Single pregnant members may apply for on-base housing 6 months prior to the expected delivery. Personnel are not assigned quarters until after the birth and BAQ has been authorized, as stated in the DoD Regulation 4165.63M. In overseas areas, command sponsorship is required.

1.9.8. Military personnel assigned to CONUS installations may apply for housing 30 days prior to marriage. Personnel should submit a written request to the housing manager. Personnel should not be assigned to quarters until after the marriage has taken place.

**1.10. Substandard Housing.** Assignment to substandard housing is on a voluntary basis. Once assigned, the minimum occupancy period is one year. However, residents of substandard housing may be moved to adequate housing at government expense to achieve or maintain occupancy goals.

1.10.1. A separate waiting list is maintained for substandard housing.

1.10.2. Personnel may not make advance applications for substandard housing.

1.10.3. Personnel who accept assignment to substandard housing can retain their relative position on the adequate housing waiting list. Those who reach the number one position on the adequate housing list may be bypassed until their one-year occupancy period is complete. They may then be assigned adequate housing.

1.10.4. Personnel assigned substandard housing should pay a housing rental charge. Rental charges are determined by appraisal according to AFI 32-6001 but may not exceed 75 percent of the member's housing allowance.

### ***Section 1B—Prestige Senior NCO Housing***

**1.11. Senior Enlisted Advisors.** Housing managers may designate specific family housing units for senior enlisted advisors. These units may be held vacant for up to 90 days pending the arrival of the incumbent. MAJCOMs can approve periods beyond 90 days; however, MAJCOMs may delegate this authority to the installation commanders.

1.11.1. If senior NCO housing exists which can truly be considered "prestige housing," the base may offer such housing only to E-9s or to the highest ranking NCOs on the installation. Prestige housing may not be held vacant while awaiting the arrival of inbound E-9s or because of the absence of E-9s on the installation. A separate waiting list (with freeze zone) is maintained for this type of housing.

1.11.2. Prestige housing is assigned based on the following criteria:

1.11.2.1. E-9s presently occupying family housing should be offered prestige housing first based on grade, DOR, length of service, etc.

1.11.2.2. After the waiting list is established, subsequent applications are handled on a rank precedence basis.

1.11.2.3. If E-9s presently living in family housing do not desire prestige housing, then E-9s on the waiting list may be offered the prestige housing units.

1.11.3. Personnel already in family housing who elect to move under the provisions of **1.11.2**, paragraph 1.11.2 make the move at their own expense. The housing office should not offer prestige housing to personnel with less than 1-year retainability.

## ***Section 1C—Bedroom Requirements and Assignment Policies***

**1.12. Bedroom Entitlements.** The basic DoD premise is that each dependent, exclusive of the spouse, is assigned one bedroom if the existing housing inventory permits. Otherwise, bedroom requirements for adequate housing can be determined by grade, family size, and family composition. Bedroom requirements based on grade can be determined according to **Table 1.2.**; the requirements based on family size and family composition are determined according to **Table 1.3.**

1.12.1. Redistribution. Commanders should consider the designation of housing assets to ensure equal chance for assignment of housing categories as indicated in **Table 1.2.** In assigning houses, housing managers should use the table (1.2 or 1.3) that provides the largest number of bedrooms, unless the member voluntarily accepts fewer bedrooms.

**Table 1.2. Bedroom Authorization Based on Grade.**

<b>Housing Category</b>	<b>Grades</b>	<b>2 BR<sup>4</sup></b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR<sup>2</sup></b>
General Officer	O-10 thru O-7		X <sup>1</sup>	X	X
Senior Officer	O-6		X <sup>1</sup>	X	X
Field Grade Officer	O-5, O-4		X	X	X
Junior Grade Officer	O-3 thru O-1; W-4 thru W-1	X <sup>1</sup>	X X <sup>3</sup>	X X	X X
Senior NCO	E-9 thru E-7		X	X	X
Junior NCO/Junior Enlisted	E-6 thru E-1	X <sup>1</sup>	X	X	X

### ***NOTES:***

1. If such housing exists on an installation within these categories.
2. If available within grade category, entitlement to five-bedroom quarters is based on number of dependents.
3. W-4s are authorized a three-bedroom unit.
4. Personnel with a two-bedroom entitlement (spouse only) are placed on the two-bedroom waiting list but should be given the option to accept one-bedroom housing, when available and desired.

1.12.2. Voluntary Application for Fewer Bedrooms. Personnel may voluntarily apply for and be assigned housing that has one bedroom less than that to which they are entitled, provided such housing exists within their grade category. Personnel who volunteer to occupy housing containing fewer bedrooms than their entitlement may apply immediately for the larger quarters. The subsequent move is at no cost to the government. Application is as a "walk-in", unless the application is initiated within 30 days of the member's PCS arrival (the member maintains the original effective date).

**Table 1.3. Bedroom Requirements Based on Family Size and Composition.**

<b>Number of Dependents, Excluding Spouse (Note 1,2,3)</b>	<b>Number of Bedrooms</b>
None or One Family Member	2
Two except as follows: -- one 10 years or over	2 3
-- one 6 years or over and other opposite sex	3
Three, except as follows: -- two 10 years or over	3 4
-- one 10 years or over and other two opposite sex with one 6 years or over	4
Four, except as follows -- one 10 years or over	3 4
-- one 6 years or over and all of the other three opposite sex of the one	4
-- two 6 years or over of opposite sex and other two same sex	4
-- two 10 years of over and other two opposite sex with one 6 years or over	5
Five, except as follows: --two or more 10 years or over	4 5
--one 10 years or over, with one 6 years or over and of the opposite sex of the other three	5

**NOTES:**

1. Table 1.3 is based on the concept that:
  - a. The inventory does not permit one child per bedroom.
  - b. No child should share a bedroom with parents.
  - c. Not more than two children should share a bedroom.
  - d. A child of 6 years or older should not share a bedroom with a child of the opposite sex.
  - e. A dependent of age 10 years or older is entitled to a separate bedroom.
2. Commanders are authorized to make adjustments to this table as follows:
  - a. To relieve hardship, on an individual case basis.
  - b. To assign available housing that would otherwise remain vacant.
  - c. To correct an imbalance between available housing assets and existing needs.
3. If five-bedroom units are available.
  - 1.12.3. Restrictions on Involuntary Assignments. Personnel may not be involuntarily assigned housing having fewer bedrooms than that to which they are entitled.
  - 1.12.4. Social Visits. Bona fide social visits of 30 days or less by guests of persons to whom quarters are assigned do not constitute joint occupancy. Exceptions may be authorized by the installation commander.

1.12.5. Joint Custody of Family Member. In cases of joint custody of common dependents, only the person who has custody for more than six months per year is authorized housing. When custody is equally split, both persons are entitled to FH.

1.12.6. Qualifying Family Members. When determining bedroom eligibility, "other family members" are defined as the following:

1.12.6.1. Dependents who actually reside or may reside with the member, including qualifying dependents under age 23 who are full-time students as defined in the glossary in **Attachment 1**.

1.12.6.2. A foster child under 23 years of age may be considered an added member of the family if he or she resides (or may reside) with the member and is dependent on the member for support. See the glossary in attachment 1 of this handbook for a full definition.

1.12.6.3. Commanders should recognize bedroom requirements of added persons on a case-by-case basis provided:

- They are related by blood to the member or the member's spouse.
- They are in fact dependent on the member to some significant degree for their support.
- They reside or may reside with the member in the household (other than "social visit").
- They provide verified documentation to the housing manager attesting to the above.
- Such determination is otherwise in the best interest of the government.

**NOTE:**

Any finding which is indicated in paragraph **1.12.6**, is separate and apart from the rules used for determining relationships and dependency as prescribed in the Department of Defense Pay Manual.

**1.13. Assignment Priorities.** Eligible personnel and their dependents are assigned to adequate housing according to the following priorities:

1.13.1. Designated Position Personnel. Designated personnel, identified to fill command, key or mission essential positions, are given precedence over all others when assigning uncommitted housing.

1.13.2. Assignment to Relieve Hardship. Housing managers, with the commander's written authorization, can approve out-of-turn assignments when hardship conditions exist. The individual is assigned the next uncommitted unit in the appropriate category that satisfies the requirement. A turn-down option is not allowed. The installation commander is the only person who can disapprove hardship requests for out-of-turn assignments.

1.13.3. Eligible Volunteers Assigned or Attached for Duty at the Installation. This priority includes personnel assigned to units, organizations, and detachments or any detached service personnel, such as recruiters, Reserve Officer Training Corps (ROTC), etc., who are:

- Located on the installation or attached to the installation for housing support.
- Located in the vicinity or within commuting distance of the installation, provided there is a support agreement that includes housing support with the host installation.

1.13.4. Exhausted Waiting Lists. When a waiting list for a particular bedroom requirement within a category of housing is exhausted and there are no eligible applicants, the projected vacancy is offered

to other members according to the priorities listed below. The most urgent housing needs determine whether the vacancy is offered to a lower or higher category:

- Applicants on the waiting list in the same category who are eligible for the next higher, then lower, bedroom requirement.
- Applicants on the waiting list in the next higher, then lower, category who are eligible for the same bedroom requirements.
- Applicants on the waiting list in the next higher, then lower, category and bedroom requirements.
- Other personnel, according to priorities set up in excess housing rules.

**1.14. Assignment to Family Housing.** Assignments to housing are recorded on AF Form 1326, Change in Occupancy Record. In addition, the following forms are completed at the time of occupancy and become a part of the resident's housing record folder: AF Form 227, **Quarters Condition Inspection**; AF Form 228, **Furnishings Custody Receipt and Condition Report** (if applicable); AF Form 3505, **Condition of Occupancy for Military Family Housing**; and AF Form 3506, **Customer Initial and Final Evaluation of Quarters Inspection** (voluntary on the part of the member). Additional information on these forms can be found in **Chapter 6** of this handbook.

1.14.1. Applicants should be given a minimum of 30 days' advance notice of assignment to family housing. This is primarily to allow applicants to notify landlords of their intentions to vacate and thereby prevent the loss of rental and deposit money. In some cases, 30 days' notice may not be given due to a short notice of PCS assignments. If this is the case, the following options may apply depending on the local conditions:

1.14.1.1. The vacant unit may be held vacant for up to 30 days for the first member on the waiting list who is physically present on the installation and accepts the offered quarters.

1.14.1.2. Applicants may exercise a turn-down option because of personal reasons. In such cases, a turn-down is assessed. If the applicant does not accept the quarters for reasons beyond his or her control, for example, to fulfill original lease commitments (not lease extensions), or because of receiving short notice of housing availability or having household goods problems, he or she is bypassed on the waiting list and a turn-down is not charged. This provision does not apply to personal circumstances such as the sale of a house. In the case of leases, bypassing should not extend beyond 1 year or the term of the lease, whichever occurs first. To ensure compliance and maintain program integrity, housing managers should view applicants' supporting documentation.

1.14.1.3. Personnel who move from one on-base family housing unit to another should complete the move within 5 calendar days.

1.14.2. In all cases, assignments to family housing are made only to the personnel who are permanently assigned to the installation. All assignments to family housing are made from the top of the waiting list (freeze zone) in descending order, with the following exceptions:

- Designated position personnel.
- To relieve hardship.

**1.15. Acceptance of Adequate Housing.** Military personnel should be assigned to family housing adequate for themselves and their dependents as described in **Table 1.2.** or **Table 1.3.** If the existing FH

inventory/configuration warrants, commanders may assign quarters to provide each dependent (excluding spouse) a separate bedroom. When members or their dependents occupy adequate family housing, it is considered suitable for them and their dependents, and they should not receive BAQ (E.O. 11157; Comp Gen B-159745, August 1966 (unpublished decision)). All subsequent moves from adequate quarters to adequate quarters should be at the member's expense, unless the move is directed by the installation commander. **Table 1.4.** provides additional housing assignment guidance for military members with military spouses.

**Table 1.4. Assignment of Housing to Spouses in the Military Service.**

<b>RULE</b>	<b>A When both members</b>	<b>B and spouses are</b>	<b>C and either spouse has</b>	<b>D and family housing is</b>	<b>E then eligibil- ity for family housing</b>	<b>F and they may be</b>
1	reside at the same or adjacent bases	both officers (commissioned and or warrant officer) or both enlisted or	no dependents in own right	available	rests with either member (at one location only)	authorized to live jointly in family housing. (Note 1)
2				not available		authorized to live jointly off base.
3		commissioned officer and enlisted or warrant officer and enlisted	dependents in own right	available		authorized family housing which is considered housing for both spouses and their dependents. (Note 1)
4				not available		authorized to live jointly off base.
5	do not reside jointly		no dependents in own right		is not to be considered	excluded from assignments to family housing.

6	are legally separated or residing at different bases		dependents in own right	available	rests with member who has legal custody of dependents (Notes 2 and 3)	authorized family housing which is considered housing for spouse(s) having custody of dependents. (Notes 2 and 3)
7				not available		authorized to live off-base with dependents. (Note 1)

**NOTES:**

1. Entitlement to BAQ for either or both members is governed by DODPM, part 3 and 37 U.S.C. 403.
2. Both members may be authorized housing if each member has dependents in his or her own right.
3. In cases of joint custody of common dependent(s), only the member who has custody for more than 6 months per year is authorized housing.

**1.16. Personal Preference Options.** When there is a wide variance in the style, type, location, age, or design of adequate housing, commanders may permit personnel to express a personal preference for the type of quarters they desire. Personnel should have reasonable assurance that they will have the opportunity to occupy the type of housing they desire. Therefore, personnel who express a preference for housing are offered the type of housing consistent with their preference. Personnel who express no preference for a particular housing type are offered any quarters that become available for assignment consistent with their grade and family size.

1.16.1. Housing managers should recommend the type and extent of the options for the commander's approval.

1.16.2. Approved options should be recorded in the base supplement to AFI 32-6001.

1.16.3. Personnel may exercise this option at the time they submit their advance application for housing or may elect to express their option when they arrive at the installation. Further, they may change their housing preference at any time. However, a change in preference option should not be allowed in lieu of a turn-down. A person who is assessed a turn-down may change his or her options before being offered a second dwelling.

1.16.4. Separate waiting lists are not needed to accommodate this procedure. Personal preference options should be administered within the existing waiting list policies.

**1.17. Turn-Down Options.** Except for incumbents of designated positions and people with approved hardships, personnel may exercise a turn-down option. This option should be exercised only once without



the member being removed from the waiting list. An applicant is usually given 24 hours (one day) after verification of receipt to accept or decline the unit offered. When this option is implemented, the following rules apply:

1.17.1. The notice of housing availability is issued to the first person on the waiting list who has not expressed a preference, or has expressed a preference for housing of the type available for assignment.

1.17.2. If the person offered housing exercises the turn-down option for the first time, he or she is not removed from the waiting list and the housing unit is offered to the next available person on the waiting list. The housing manager offers the unit in descending sequence until it has been assigned.

1.17.3. When a particular waiting list is exhausted, the housing unit is offered in sequence to personnel who qualify for excess housing (see paragraph **1.13.4.**).

1.17.4. If a member refuses the offered housing a second time, he or she should be removed from the waiting list and should not be permitted to reapply for 90 days. The 90-day restriction may be waived under exhausted waiting list conditions.

**1.18. Storage of Household Goods (HHGs).** A member who receives an assignment to FH may have more belongings than the assigned housing unit can accommodate, or a change in climate may cause the occupant not to need certain household items.

Members may request from the housing office nontemporary storage of these items. When considering a request for nontemporary storage of HHGs, housing managers should perform the following management controls:

1.18.1. Ensure DoD civilians do not store HHGs at government expense incidental to the occupancy of government housing.

1.18.2. Approve for storage those items determined to be impractical or unsuitable for use in the particular units assigned. As a guide, impractical or unsuitable items of furniture are those which are not usable due to the size or configuration of the particular units (for example, oversized beds, sofas, etc., or a dinette set for which there is insufficient kitchen space).

1.18.3. The storage capacity of the particular units, as well as the climate of the area, should be considered. Items that are prohibited from government shipment (perishables, agricultural products, flammable, vehicles, etc.) are not stored. If there is doubt about items prohibited from government shipment, contact the Transportation Management Office. Major appliances may be stored if like items are provided by the government.

1.18.4. Members should provide an inventory listing of HHGs they believe require storage. The housing manager should review the list and approve items according to the above information. Encourage the member to process approved storage items directly into nontemporary storage from community housing when they move into government housing from local private housing.

1.18.5. Housing managers should inform personnel when they are assigned to housing that a request for storage may be submitted within 30 days following the date of housing assignment. This period may be extended when conditions warrant.

1.18.6. Housing managers at CONUS bases should reassess the need for continuing nontemporary storage when members move into larger government housing units (moves between housing units). In the reassessment, managers should consider the amount of HHG being moved, the types and sizes of

the items in storage, and the capacity and configuration of the larger quarters to accommodate these items.

## ***Section 1D—Retention and Termination***

**1.19. Retention or Termination of Assigned Housing.** The Air Force intent is that eligible personnel keep housing for the duration of their tour (stay) at the installation, unless there are reasons which justify reassignment or termination. Requests for retention or voluntary termination of government housing are normally submitted in writing with supporting documentation to the installation commander through the housing office. Housing managers, acting on behalf of the installation commander, may approve such requests. The commander should be the only official to disapprove retention or termination requests.

**1.20. Retention of Assigned Housing.** Personnel or their families are usually allowed to retain family housing under the following conditions:

1.20.1. Member in "Missing Status". The dependents of a military member who is officially reported absent in a "Missing Status" (includes personnel who are captured, interned, or detained involuntarily in a foreign country) are permitted to retain housing for up to 12 months. The member's BAQ is withheld during the dependents' occupancy.

1.20.2. Member Incarcerated (Jailed/Imprisoned). Dependents may be permitted to retain housing subject to a written request when the member is entitled to BAQ/VHA/OHA during the period of retention. The period is as agreed to by the installation commander.

1.20.3. Temporary Duty (TDY). A member may be permitted to retain assigned housing at his or her home station while performing TDY in a duty or student status.

1.20.4. PCS With TDY En Route (Does not apply to Overseas Areas). Members may retain assigned housing:

- During the period of TDY.
- While the sponsor is attending service or training school (PCS Status) for a period of 1 year or less.
- Until dependents commence travel on the member's PCS orders (not to exceed 20 weeks if assigned to accompanied overseas area).

1.20.5. PCS From CONUS to Accompanied Overseas Tour. If concurrent travel of dependents is not approved, and the anticipated delay for travel of dependents is less than 20 weeks, families can retain housing for a period of 20 weeks after the member departs. ***Note: The member should agree to serve the accompanied tour and applies for command sponsorship of dependents and for dependent travel to the new duty station.***

1.20.6. Transfer to Hospital. A member transferred to a hospital may retain assigned family housing for the period of hospitalization or such other period as agreed on by the installation commander, the surgeon, and the housing manager.

1.20.7. To Relieve Hardship. See paragraph **1.13.2.** for specifics in this category.

1.20.8. Enlisted Member Commissioned as an Officer. An enlisted member who accepts an appointment and active duty as an officer with no interruption of active military service should relocate to

officer housing, unless the member has less than 6 months retainability at the installation. The move is at government expense.

1.20.9. **Commissioned Officer Who Remains on Active Duty in Enlisted Status.** A commissioned officer who is separated and re-enlists or who assumes an enlisted grade should relocate to enlisted housing unless the member has less than 6 months retainability at the installation. The move is at government expense.

1.20.10. **Priority (Voluntary) Relocation.** The relocation of families in situations described in paragraphs **1.20.8.** and **1.20.9.** is encouraged at the installation commander's discretion.

1.20.11. **Dependents Unable to Accompany Sponsor Due to Medical or School Problems.** Members whose dependents are denied travel to an accompanied tour overseas area due to lack of medical or school facilities in the overseas location may remain in FH for 2 years. Members should request, in writing, permission for their dependents to retain assigned quarters during the member's stay overseas. The request should be supported by a fully documented AF Form 1466, **Dependent Relocation Clearance.** Members should relocate their dependents, unless they are reassigned to the same installation, where their dependents reside, within 2 months after returning from the overseas tour. A voluntary extension by the member beyond 24 months may not justify a longer retention of quarters by the family (see paragraph **1.20.12.3.**).

1.20.12. **Unaccompanied Families.** Families of sponsors of all services assigned to a UDR tour who occupy government housing, including leased units, in CONUS, Alaska, or Hawaii, at the time of departure of the sponsor, are usually ensured continued occupancy until the sponsor returns or reports to the next permanent duty station. Commanders, at their discretion, may approve retention of FH by the dependents of the sponsors who extend their UDR tours. FH is usually terminated within 60 days of the sponsor's DEROS from the overseas location. This retention provision includes military members married to military members with no other dependents:

1.20.12.1. Retention should be voluntary and is usually requested in writing.

1.20.12.2. Residents may be encouraged to remain in FH for the duration of the sponsor's UDR tour.

1.20.12.3. An exception to retention of currently occupied housing occurs when designated quarters are involved, such as general officer quarters, wing or installation commander, etc. Those family members who choose to keep family housing are usually relocated to other "suitable quarters," based on family size and composition (may be out of grade). The move can be performed at government expense.

1.20.12.4. Family members occupying quarters other than "designated quarters," that are larger than their entitlement based on family size and composition, may voluntarily relocate at government expense to other suitable on-base housing when an incoming key or mission essential member has an entitlement to the larger housing and no other quarters of the required size are available. If possible, housing managers should avoid relocating the family members to a lower grade category of housing, particularly if the member serving the unaccompanied tour is "home basing."

1.20.12.5. Individuals who are selected for either "home basing" or a follow-on assignment, may keep family housing for their dependents in conjunction with a UDR tour.

1.20.12.6. Individuals residing in community housing who are selected for the "home basing" program may leave or place their name on the family housing waiting list at the current installa-

tion. Family members are usually not assigned housing during the period of the sponsor's unaccompanied tour. If the sponsor's name advances to the top of the waiting list, it remains there and is bypassed without penalty until the sponsor returns PCS to the installation. This benefit applies only when the family members remain in the local area; that is, a designated or government relocation move is not taken in conjunction with the sponsor's UDR tour.

1.20.12.7. MAJCOMs may request temporary or total exemption of an individual base from participating in the "retention program" when a severe hardship exists. An example is when there is no available housing in the community for incoming personnel. Lengthy waiting lists and scarce or expensive housing in the community should not be sufficient rationale, as these conditions exist at most installations.

1.20.13. Transition Assistance. Personnel who are involuntarily separated under honorable conditions may retain family housing for up to 180 days following their separation. Housing managers usually assess the resident a monthly rental charge equal to the member's BAQ/VHA or OHA or a reasonable value determined by the rule of equivalence, whichever is less.

**1.21. Termination of Assigned Housing.** Personnel should terminate occupancy of FH under the following circumstances:

1.21.1. PCS Reassignment. A member who receives orders for PCS assignment to another installation should terminate occupancy of housing before departing, except as stated in paragraph 1.20.

1.21.2. Separation or Retirement. A member who is separating or retiring should terminate housing before or at the time of separation or retirement from active duty. However, extensions of occupancy of up to 60 days may be approved by the housing manager to relieve unexpected hardships which occur after the member applies for separation or retirement when the conditions are beyond his or her control. MAJCOMs may approve extensions when extenuating circumstances or events warrant such action. The resident (separated or retired member) should pay a daily rental charge equal to 1/30 of the combined BAQ/VHA or OHA allowance, or the fair market rental rate, whichever is less.

1.21.3. Death of Member. Dependents are usually permitted to remain in assigned FH for up to 180 days following the member's death. A daily rental charge should not be assessed if it is determined that the member died in the line of duty. Otherwise, the dependents should pay a daily rental charge equal to 1/30 of the combined BAQ/VHA or OHA allowance, or the fair market rental rate, whichever is less.

1.21.4. Death of Qualifying Dependent. Members should terminate occupancy within 90 days following the death of the family member which qualified them for BAQ at the "with dependents rate." The period of retention may be extended by the base commander. The move from FH is performed at government expense.

1.21.5. Family Separation. A member who no longer lives with his or her dependents (or dependents no longer live with the member) should terminate housing within 30 days. The move from FH is performed at government expense.

1.21.6. Adverse Conduct or Behavior. Commanders may require a member to terminate FH with 30 days' notice when the conduct or behavior of the member or dependents is contrary to accepted standards or is adverse to military discipline. Such cases should be fully documented and retained on file for the period specified in AFR 4-20 Vol II. The move from FH is performed at government expense.

1.21.7. Destruction or Abuse of Property. Commanders can terminate family housing with 30 days' notice when the member, civilian employee, or dependents are responsible for the willful, malicious, or negligent abuse or destruction of property. Such cases should be fully documented and retained on file for the period specified in AFMAN 37-139. The move from FH is performed at government expense.

1.21.8. TDY or PCS Status. A member who is on TDY away from his or her permanent duty station and whose status changes from TDY to PCS should terminate housing within 60 days after the member's change of status.

1.21.9. Personal Request. Commanders can approve an occupant's request to voluntarily terminate FH (move from FH is at the member's expense) when:

1.21.9.1. The occupant has lived in housing for at least one year. The occupant should provide a 40-day written notice of intent to terminate FH to the housing office.

1.21.9.2. The installation's vacancy rate is 2 percent or less. The occupant should provide a 40-day written notice of intent to terminate FH to the housing office.

1.21.9.3. Circumstances warrant termination of FH.

## **1.22. Termination Procedures:**

1.22.1. Occupant's Notice To Terminate When PCS, Separation, or Retirement Orders are Received:

1.22.1.1. The occupant should give at least 40 days' advance notice of intent to terminate housing. More than 40 days' notice is desired when possible. Less notice is accepted when "short notice" personnel actions occur.

1.22.1.2. The occupant should provide one copy of PCS, separation, retirement, or other similar orders to the housing office.

1.22.2. Termination of Assignment. When the occupant has met all clearance requirements and has settled property accounts, the housing office should promptly relieve the resident of responsibility and terminate the housing assignment.

1.22.2.1. Military Members. The housing office should prepare AF Form 594 to start payment of BAQ. BAQ and VHA should be reinstated upon the member's physical departure from the station (Comp Gen Decision B-213560).

1.22.2.2. DoD Civilians. The housing office should issue a dated and signed document as evidence of housing termination. The housing office should also provide one copy of the termination document to the servicing civilian personnel office (CPO) and the defense accounting office (DAO).

1.22.3. Involuntary Relocation Between Housing Units. MAJCOMs can approve installation-directed, involuntary relocations of housing occupants to other FH, or moves from FH to the private community. However, this approval authority may be delegated by the MAJCOM to the installation commander. Involuntary relocations may be required, for example, to complete a major renovation project. Occupants are usually not involuntarily relocated due to the redesignation or redistribution of FH during their occupancy. In all cases, management officials should redistribute housing that has become vacant due to normal attrition instead of involuntarily relocating families. When personnel are directed to relocate, either in groups or in individual cases, they are offered the

next available units appropriate for their grade and family size. The unit should not be committed to another applicant. These moves are usually performed at government expense.

### ***Section 1E—Community Housing and Relocation Assistance***

**1.23. Purpose.** The housing manager should be a member of the Relocation Assistance Coordinating Committee (RACC) per AFI 36-3011. The RACC coordinates, monitors, and evaluates the installation Relocation Assistance Program (RAP). Housing managers can ensure full housing services are available to provide home finding, selling or rental, and property management. Emphasis should be placed on locating adequate, affordable temporary and permanent nondiscriminatory community housing. The RAP has a worldwide automated network for installations' relocation information. Housing managers should provide current and accurate housing data at least quarterly for the network known as the Standard Installation Topic Exchange Service (SITES).

1.23.1. Personnel should retain freedom of choice in their selection of community housing, except when restrictive sanctions have been imposed or when there is a requirement to occupy government family or unaccompanied housing.

1.23.2. No other installation office or activity may operate or provide housing services, home buyer-seller seminars or information in competition with the housing office. This includes accepting listings of houses, apartments, housing projects, or information from realtors in the area; counseling incoming members; or allowing rental or sale listings to be posted on installation bulletin boards.

**1.24. Rental and Sale Listings.** The housing office usually maintains a number of data sources to assist incoming personnel with their search for a new home. Among these are:

1.24.1. Listings of housing units available for rent or sale that are obtained from owners, their representatives, or from real estate agents.

1.24.2. Certification that the agent of the housing unit being listed has been informed of the equal opportunity policy which requires that housing be available to all DoD personnel on a nondiscriminatory basis should be maintained.

1.24.3. Other Housing Listings. Listings to share apartments and sublets, transient housing, rooms, and mobile home parks should be handled in the same manner as rental and sale housing.

**1.24.4. NOTE:** The housing manager should inform private housing agents to notify the office when the unit listed is rented, sold, or becomes unavailable for any other reason.

**1.25. Counseling and Assistance.** Housing referral assistants should provide eligible personnel with the following services:

1.25.1. Assist members in completing DD Form 1746.

1.25.2. Provide available listings and assist in verifying by telephone the availability of the selected housing units.

1.25.3. Provide government transportation to inspect and view listings when public transportation is not available (normally in overseas areas only).

1.25.4. Assist members in locating, mapping, and marking the listings chosen.

1.25.5. Counsel members concerning the DoD policy regarding equal opportunity in community housing and advise them to immediately report any form of discrimination or other complaints concerning any housing facility.

1.25.6. Provide members with a copy of AFPAM 32-6010, *Renting in the Civilian Community*, and AFPAM 32-6008, *Need Off-Base Housing?* (formerly AFP 30-5), which cover standards of conduct for military personnel residing in community housing. The housing office should counsel personnel concerning their conduct while occupying community housing, inform them of assistance that is available to resolve complaints or disputes between residents and landlords, and inform them that the military release clause should be included in rental agreements and that legal assistance is available to review lease and sale contracts.

1.25.7. Inform members about the service of a sponsor person designated by their squadron commander to assist them in getting settled in the new community.

## 1.26. Homeowners Assistance Program.

1.26.1. Authorization for Program. The Homeowners Assistance Program is authorized by P.L. 89-754, *Demonstration Cities and Metropolitan Development Act of 1966* (P.L. 89-754, 42 U.S.C. 3301, et seq.).

1.26.2. Benefits. The Homeowners Assistance Program provides benefits to eligible Department of Defense (DoD) military and civilian personnel, as well as to eligible personnel of other federal agencies serving or employed at or in connection with a military base or installation that has, subsequent to 1 November 1964, been ordered to be closed in whole or in part at an installation where a reduction in the scope of operations occurred on or after 28 October 1969. The program does not cover temporary employees serving under a time limitation, nonappropriated fund employees, or independent contractors and their employees. (See attachment 3 for definitions of closure in whole, in part, and reduction in scope of operations). Under established procedures, any eligible person may:

- Receive a cash payment as partial compensation for losses sustained in the private sale of a dwelling.
- Permit the purchase of the dwelling by the government (this option is not available in foreign countries).
- Receive payment of the costs of the judicial foreclosure of a mortgage, subject to conditions prescribed in this handbook (**Attachment 3**, paragraph 18).

1.26.2.1. Benefits under the program can be applied to overseas areas, except that, by law, government acquisition is not permitted. Each case is considered on an individual basis, which takes into account what happens to the real estate market as a result of a closure and other eligibility factors. Because of this, cases shall not be considered until closures or reductions are officially announced and only after a thorough appraisal of the consequences of such a closure or reduction as it relates to homeowners. Even though the program is generally applicable to overseas areas (except for government acquisition), several eligibility criteria should be met, and there is no way to predict what actual relief will be provided in any one circumstance.

### 1.26.3. Informing and Assisting Applicants.

1.26.3.1. Consider Applications. All applications for assistance under the program should be given full consideration. The benefits under the program can be extended to all claimants who are determined to be entitled to assistance in accordance with applicable policies and procedures.

1.26.3.2. Disseminate Information. Information on the program is usually disseminated on the broadest possible basis by making full use of military and public news media and by distributing DD Form 1607, **Application for Homeowners Assistance**, throughout military installations.

1.26.3.3. Assist Applicants. All possible assistance should be given to prospective applicants by explaining the program, verifying employment or military service records, advising applicants in the preparation of the application form, and providing appropriate legal assistance.

1.26.4. Corps of Engineers Central Office. The Department of the Army maintains a central office to establish, administer, manage and execute the program. In addition, the Department of the Army maintains an appeals procedure and adjudicates appeals for applicants previously determined to be ineligible for assistance as well as for those who are dissatisfied with action on their applications.



1.26.5. Corps of Engineers Field Offices. In implementing the program, field offices have been established at locations throughout the United States to execute various functions of the central office. Field offices usually provide all appropriate actions delegated by the central office, including but not limited to:

- Determining that a specific installation meets the requirements of P.L. 89-754.
- Determining the eligibility of each applicant.
- Determining and advising as to the most appropriate type of assistance for each applicant.
- Determining amounts to be paid and making such payments or, when appropriate, authorizing and arranging for federal acquisition of the applicant's property.
- Transferring acquired properties to the Federal Housing Administration for maintenance, management and disposal under the provisions contained in the agreement between the DoD and the Department of Housing and Urban Development (HUD).
- Maintaining records and preparing reports as required.

1.26.6. HQ USAF/CEH. HQ USAF/CEH will coordinate with the central office and the Office of the Assistant Secretary of Defense, Force Management and Personnel (ASD FM&P) to ensure that the operation of the program is effective and meets the needs of Department of the Air Force personnel.

1.26.7. Administration at Base Level. The Family Housing Management Office (FHMO) usually administers the program for military personnel and civilian personnel assigned to the installation. The base staff judge advocate can provide appropriate legal guidance to other staff agencies and provides a legal assistance officer to assist individual claimants. (See paragraph 1.26.8. for additional information on program policy and criteria.):

1.26.7.1. Installation Without FHMO. The commander of each Air Force installation or activity not having an FHMO usually designates an office and individual(s) who should be prepared to discuss the information contained in the DD Form 1607 with each prospective applicant. This office may direct applicants to the nearest installation having an FHMO, industrial relations, or legal assistance office for a more detailed explanation of the eligibility requirements and for initial processing of applications.

1.26.7.2. Installations with FHMO. The Chief, FHO should:

- Designate an individual to provide information on the program in response to all inquiries, whether from prospective applicants or other interested parties. The responsibilities could include explaining the purpose of the program, discussing eligibility requirements and benefits, providing copies of the DoD Fact Sheet and application forms, and referring applicants to legal assistance officers for answers to questions of a legal nature.
- Advise applicants in filling out parts I and II of DD Form 1607 (emphasizing the need for accuracy and for answering all pertinent questions). The office usually advises them as to what documents and other material should be submitted as proof of home ownership and occupancy:
- Evidence of home ownership may include the applicant's contract of sale or deed, receipts for mortgage and tax payments, etc., as well as contract of sale or deed of conveyance from the applicant, record of foreclosure, etc., if the home has been disposed of.

- Evidence of occupancy of the home by the applicant may include receipted utility bills, SF 61, **Appointment Affidavit**, official correspondence, or other government forms showing the officially recognized residence address.
- Documents submitted in evidence of home ownership and occupancy should be notarized or certified true copies which are complete, accurate, and legible. Certification by applicant will be acceptable. (Original documents should not be submitted because DoD agencies cannot be responsible for their safekeeping or return.)
- The chief, FHMO usually reviews the evidence of the applicant's service or employment after the completed DD Form 1607 has been received. Official personnel records are usually the only source of proof of service or employment. When such records are not available locally, the DD Form 1607 and supporting documents should be forwarded for validation to one of the following, as appropriate:
  - The personnel office at the applicant's current place of military service or Federal employment.
  - The National Personnel Record Center: for military personnel, send to National Personnel Record Center (MPR), 9700 Page Blvd, St. Louis, MO 63132; for civilian personnel, send to National Personnel Record Center (CPR), 111 Winnebago Street, St. Louis, MO 63118.
  - Other office where the records are held. When documents are submitted to any of the above activities, that activity should complete part III of the DD Form 1607 and forward or return the claim in the manner prescribed for FHMO personnel and in paragraph 1.26.7.3. A record of action taken should be kept according to paragraph 1.26.7.3.
  - (If the reviewer verifies that the applicant was serving or employed after 1 November 1964, or in the case of reductions in scope of operations on or after 28 October 1969, or meets the prescribed exceptions to those dates, the chief, FHMO should:
    - Complete part III of DD Form 1607.
    - Refer the applicant to the legal assistance office to ensure proper legal documentation is in support of the claim.
    - When the applicant returns after receiving any legal assistance required, family housing management should forward to the appropriate field office the completed DD Form 1607 with all supporting documents, in triplicate, together with a return envelope addressed to the applicant. The field office should acknowledge receipt of the application. The appropriate field office is the one having jurisdiction for the purpose of this program over the base or installation where the applicant was serving or employed at the time of the closure announcement.

If the reviewer does not verify the applicant's statement of service or employment as prescribed above, the chief, FHMO should:

Enter a statement to that effect on part III of DD Form 1607 giving details of any discrepancies.

Return the forms to the applicants, who are advised that they may forward their application, with a return envelope addressed to themselves, to the appropriate field office for further review.

At the time of action, the chief, FHMO can inform the applicant that all future inquiries regarding his application should be directed to the Corps of Engineers field office.

1.26.7.3. Chronological Record. Each Air Force installation or activity designated to perform the actions above should maintain a chronological record of each inquiry regarding the program.

1.26.7.4. Liaison With Field Office. Each Air Force installation should establish liaison with the nearest field office for guidance and/or assistance.

1.26.7.5. Legal Assistance. The Office of the Staff Judge Advocate usually establishes and maintains liaison with field offices on legal matters. This office usually provides legal assistance and guidance to personnel to include ensuring the claimants have proper legal documentation in support of the claim. Following any legal assistance provided, the legal office should refer the claimant back to the FHMO for final action in forwarding the claim to the appropriate field office.

1.26.8. Policy and Criteria. **Attachment 3** contains program policy and criteria. This section is provided for reference and for guidance purposes and is of particular value to legal assistance officers.

1.26.9. DoD Fact Sheet and DD Form 1607, **Application for Homeowners Assistance**. The FHMO should maintain an appropriate supply of the DoD Fact Sheet and DD Form 1607 to ensure appropriate assistance is provided.

**1.27. Handling Complaints.** *Housing referral assistants should investigate complaints immediately;* they are usually responsible for investigating and mediating all complaints. The investigating person should obtain full and complete information from each party; the circumstances should be evaluated impartially. The aggrieved party should present the complaint in writing. Records of complaints involving community housing should be maintained.

**1.28. Conducting Housing Inspections.** Inspections of rental property are usually performed to protect personnel moving into the community. The housing office should ask permission from the landlord to inspect the property if asked by the resident or if there is reason to question the suitability of the housing based on environmental, health or safety considerations. Housing units that do not meet adequacy standards should be removed from the files. AFI 31-213 provides guidance for placing a housing facility "off limits" for reasons of safety, health, morale, etc. (as distinguished from imposing restrictive sanctions for discriminatory practices).

**1.29. Maintaining Community Liaison.** To increase housing availability, relocation assistance personnel should maintain a continuous liaison with appropriate community offices, officials, and organizations. Every effort should be made to publicize the need for housing in the community. Contacts include, but are not limited to, apartment and real estate associations, fair housing boards, and representatives of the Federal Housing Administration and Veterans Administration.

**1.30. Housing Discrimination.** To effectively respond to and assist personnel who may have encountered discrimination during their search for housing, it is imperative for the housing assistant, social actions office, staff judge advocate, public affairs, and military or civilian personnel flights to maintain open relationships with each other. DoD 4165.63M directs that:

1.30.1. A suspected discriminatory act should be investigated with or without the complainant filing a formal complaint. After investigating a housing discrimination complaint, housing management

should provide reports that include legal reviews and validations to the appropriate command officials for additional investigation. This action complies with DoD Instruction 1100.16 (reference (e)) and DoD Directive 1020.1 (reference (z)).

1.30.1.1. Members who reside in the civilian community should receive counseling on discrimination on the basis of disability before negotiating a rental and/or lease agreement for community housing.

1.30.1.2. Housing management should maintain lists of housing agents and facilities against which restrictive sanctions have been imposed by the installation commander. The office should provide personnel desiring community housing assistance with a copy of the restrictive sanction list. Personnel should acknowledge receipt of the list by signature. Restrictive sanctions are imposed for a minimum of 180 days and continue until the agent for the facility has agreed in writing to a policy of nondiscrimination. Restrictive sanctions should be imposed against the agent, the identified facility, and all other facilities owned or operated by the agent.

1.30.2. Persons with disabilities should be able to access and use housing services. If it is not feasible either to locate the service in an accessible building or to modify an existing building, arrangements should be made to provide the services at an accessible location. Readers for blind persons and sign language interpreters for deaf persons should be made available upon request, if feasible.

1.30.3. Investigation Procedures for Housing Discrimination. Within 3 workdays after receiving a complaint of discrimination, the housing manager should begin an inquiry. The inquiry should be detailed enough to determine whether there is discrimination. The person conducting the inquiry should:

- Immediately interview the complainant to determine the details and circumstances of the alleged act.
- Notify the commander at once.
- Immediately find out whether there is a vacancy. However, staff members should take precautions not to alert the agent that a complaint has been received. If the complaint is received shortly after the time of the alleged act, and if it concerns a change in availability of a vacancy (such as "just rented", and so forth), the commander may authorize the use of two or more verifiers.
- Advise prospective residents that a complaint has been received against a particular agent or facility, but the inquiry has not yet been completed.
- Advise the social actions office of inquiry findings.

1.30.3.1. If, after a reasonable amount of time, the complainant has not found housing because of discriminatory practices in the community, the commander may grant the complainant priority assignment to government FH.

1.30.3.2. Personnel moving into or changing their place of residence within the installation commuting area are prohibited from entering into a rental, purchase, or lease agreement with an agent of a facility that is under restrictive sanctions.

1.30.3.3. Restrictive sanctions should not apply to DoD personnel who are residing in a facility at the time the restrictive sanction is imposed, or who wish to renew or extend a rental or lease agreement that started before the restrictive sanctions were imposed.

1.30.3.4. A resident may not relocate within a restricted facility without the written approval of the commander.

### ***Section 1F—Unit Moves and Base Closures***

**1.31. Initial PCS Notification.** Eligible DoD personnel who are identified for PCS reassignment with a unit move should receive equal consideration for available housing assets at the gaining installation. It is essential that personnel receive advance notice of the housing situation at the gaining installation (as it applies specifically to them) so they can make necessary plans and arrangements for their families. Such notification, open for public view, prevents disruptive rumors and improves the morale and efficiency of personnel, whether they are members of the advance party or are part of a subsequent staffing increment. Due to "time phasing" actions associated with unit moves (especially those involving multiple units), the effective merger date for waiting lists is usually agreed on by the respective commanders of the losing and gaining installations. The merger date should be fair for all concerned and is set up to ensure the shortest possible waiting lists. Unresolved issues are usually sent to MAJCOMs for resolution and, if then unresolved, to HQ USAF/CEH for final determination. To meet these objectives, the following procedures apply:

1.31.1. Losing Installation. The commander of the unit being moved should accomplish the following:

1.31.1.1. Prepare and submit a list of unit move personnel who are eligible and wish to be considered for housing at the gaining installation. The list is arranged in the various grade categories according to the determined effective date of housing application for each member at the losing installation, and should be used instead of advance applications. This list should be sent to the gaining installation 45 days prior to the effective date of the unit move.

1.31.1.2. Submit a proposed list of key and mission essential personnel to the commander of the gaining installation.

1.31.1.3. Enter into host-tenant negotiations, if applicable, at the earliest practicable date in advance of the unit move.

1.31.2. Gaining Installation. The gaining installation commander should accomplish the following:

1.31.2.1. Merge the incoming unit housing lists with the existing family housing waiting lists.

1.31.2.2. Evaluate the impact the unit move has on existing waiting lists and revises projected forecasts for assignment.

1.31.2.3. Enter into host-tenant negotiations, if applicable, with the commander of the incoming unit.

1.31.2.4. Make other necessary plans and arrangements to accommodate incoming personnel.

1.31.2.5. Honor housing assignment commitments issued by the gaining installation before the waiting lists were merged.

1.31.3. The final housing lists of the incoming unit(s) are usually merged with the gaining base's existing housing lists not later than 30 days before the scheduled movement of the advance party of the incoming unit. If the personnel strength of the incoming unit is altered before the effective date of the unit move, the merged housing lists are adjusted accordingly. The lists are merged on a pro rata

basis: for example, the list from losing base "A" (300), when merged with the waiting list of gaining base "B" (100), is merged as follows: (B-A-A-A-B-A-A-A, etc.). Individuals who are in a freeze status on the gaining base's waiting lists should not be bumped. For those bases with automated waiting lists, it is necessary to adjust the effective date of application to ensure positions are kept in the freeze zone.

1.31.3.1. The merged waiting lists should be posted in the housing office for public view by personnel from both the gaining installation and the incoming unit(s).

1.31.3.2. In order to provide information regarding forecasted waiting times, the gaining housing office issues a DD Form 1747 to incoming personnel. If appropriate, group statements may be issued to incoming unit personnel instead of individual DD Form 1747s.

1.31.3.3. Incoming personnel in key and mission essential positions should receive priority consideration for assignment to housing, but should not displace personnel on the waiting list who have already received a firm commitment for housing assignment.

### ***Section IG—Family Housing Inspections and Maintenance and Repair***

**1.32. Family Housing Inspections.** Inspections of family housing are usually performed in three phases--initial occupancy, prefinal, and final. The inspections are usually made jointly by the resident and a housing management assistant. The parties making the inspection should prepare, sign, and retain a copy of AF Form 227, **Quarters Condition Inspection Report**, and AF Form 228, **Furnishings Custody Receipt and Condition Report**, if government-owned furniture is provided. The inspections are accomplished as follows:

1.32.1. Initial Occupancy. This inspection is made preferably prior to occupancy or as soon thereafter as possible. The inspector records the condition of the quarters, furnishings, equipment, appliances, and grounds on AF Form 227 (and AF Form 228, if applicable) according to instructions on the reverse of the form. New residents are advised that if the condition of the housing unit or its equipment differs from the entries recorded on the AF Form 227, the resident submits the discrepancies in writing to the housing office within 15 days of the move-in date. AF Form 3505, **Conditions of Occupancy for Military Family Housing**, is completed during the initial inspection. The housing inspector usually provides information to the new resident on acquiring items from the self-help supply store to make minor repairs, accomplishing self projects and getting them approved and inspected, changing air conditioning and heat filters, and other information.

1.32.2. Prefinal. This inspection is usually performed 30 to 45 days before the resident will vacate so that change of occupancy maintenance and other needed repairs can be scheduled and accomplished without delay. The condition of the unit should be compared to the initial inspection report as listed on the Air Force Form 227. Terminating residents should be informed of their responsibilities for damaged or missing property and of the various methods for making restitution. If there is damage and the resident does not agree to make repairs or reimburse the government, then management should immediately request a report of survey and/or initiate a claim to permit settlement prior to the terminating member's departure.

1.32.3. Final. The final inspection usually allows for clearing the member of all responsibility for the unit. Usually, all privately owned furniture and personal belongings are removed so the inspector can note any maintenance requirements not identified on the pre-final inspection report. The inspector

should ensure that cleanliness standards are met; however members should not be subject to a finite "White Glove" inspection. All self-help projects should be removed or the new occupant should have accepted them. Any minor discrepancies noted during the pre-final inspection may be cleared at this time. If the member fails the inspection, a re-inspection should be scheduled at the earliest date to prevent disruption to the departing member's schedule. Normally, deficiencies not previously noted should not be identified during the final inspection. The departing member usually makes the choice of personally cleaning the unit or having it cleaned. This should not relieve the member of being responsible for the condition of the unit. Identical inspection standards should always be followed regardless of which cleaning method is used. If the sponsor abandons the unit without going through the normal out-processing procedures, the housing manager should arrange for a commercial vendor to clean the unit and seek reimbursement from the member using DD Form 139, **Pay Adjustment Authorization**.

**1.33. Government Maintenance and Repair of FH.** Installation management officials should ensure that FH units are maintained in good condition. This is accomplished by establishing routine preventive maintenance programs and by fostering an attitude of home ownership with residents. All work should be performed according to accepted engineering practice, experience, and manufacturer's recommendations.

1.33.1. Routine and preventive maintenance may be performed on both occupied and unoccupied units. For maintenance tasks in occupied units, every attempt should be made to schedule repairs at the resident's convenience. Maintenance personnel should take proper precautions to protect the resident's private property and to leave the unit in a clean and orderly condition.

1.33.2. Maintenance performed during change of occupancy is sometimes more extensive and can include painting and floor refinishing/replacement. Interior painting should be accomplished to maintain sanitary conditions, protect the finished surface, and correct unsightly appearances. Advance planning and careful scheduling is frequently needed to complete all the maintenance required in the short time that the units are held vacant.

1.33.3. The following activities are often accomplished as part of change of occupancy maintenance:

- Install mini-blinds on windows less than five feet wide. Larger windows should have vertical blinds or shades.
- Replace stained or marked countertops.
- Replace old or outdated items, such as medicine cabinets, doors, or moldings.
- Refinish or replace marred wooden surfaces, such as cabinets, doors, or moldings.
- Ensure that doors and windows are weather-tight and energy efficient.

1.33.4. Encourage residents to promptly notify the housing maintenance service call personnel whenever any FH structure, equipment, or fixture is defective, broken, damaged, or malfunctioning. Urgent or emergency work should be completed within a time period consistent with the degree of urgency. Non-emergency and routine work should be planned and scheduled so that it is done in the most economical and efficient manner. All work should be properly authorized.

1.33.5. The maintenance of FH units should be effective and economical. Maintenance should be performed to prevent excessive operating costs and to minimize unnecessary future major repairs to the housing units and area.

1.33.6. Grounds and landscaping in the common areas of FH where lawn and garden maintenance is required is usually the responsibility of installation maintenance personnel. For individual units, maintenance responsibilities are limited to erosion control, tree surgery, screening, and overall attractiveness. Attractive, low-maintenance plants which do not require trimming should be used to replace shrubbery and hedges.

**1.34. Housing Maintenance Contracts.** Family housing maintenance service contracts are normally used for service calls, change of occupancy maintenance, equipment and appliance maintenance, roofing, grounds maintenance, material control, locksmith services, painting, floor refinishing, HVAC maintenance and repair, and similar work.

1.34.1. The procedure for contracting FH maintenance has changed in the last several years from a competitive sealed bid where the contract is usually awarded to the low bidder to a competitively negotiated procedure using a Request For Proposal (RFP) with technical evaluation procedures.

1.34.2. A Standardized Performance Work Statement (PWS) has been developed for bases to use in preparing base-level service contracts. The standard PWS is contained in AFI 64-108, A Standardized Performance Work Statement (PWS), has been developed for bases to use in preparing base-level service contracts. The standard PWS is contained in AFI 64-108, *Base-Level Service Contracts, Family Housing Maintenance*.



## Chapter 2

### MOBILE HOME PARKS

**2.1. Utilization.** Mobile home parks are constructed for use by eligible military families assigned to the installation for duty and those assigned to units attached for housing support. A single military member without dependents may be assigned when the waiting list of personnel with dependents is exhausted.

**2.2. Mobile Home Safety Features.** Mobile homes in parks should meet the minimum health, safety (state or locally established), and aesthetic standards established by the installation commander.

**2.3. Application for Mobile Home Space.** The procedures established for FH also apply to mobile home parks. A member may be placed on the waiting list even if he or she does not currently own a mobile home. However, the member should be ready to accept assignment of a space or be placed at the bottom of the list. When an applicant reaches the top of the list the second time, he or she should move a mobile home onto the lot space or be removed from the list for 90 days. The sale of a privately owned mobile home located in a mobile home park normally does not allow the purchaser to retain the current space unless he or she is first on the waiting list, or other members ahead of the purchaser on the waiting list voluntarily relinquish their respective positions. Rented or leased mobile homes may not be permitted in base mobile home parks. The movement of privately owned mobile homes into mobile home parks is at government expense.

2.3.1. Installation commanders usually grant and revoke licenses (AF Form 1505, **License to Occupy Mobile Home Space**) to military and civilian personnel to use mobile home spaces for privately owned mobile homes. The term of a license is typically 4 years.

2.3.2. The license establishes in writing the mobile home owner's responsibilities and rights while occupying a mobile home lot space. A license to occupy a mobile home space is usually not issued to a single military member who has co-ownership with other members/persons. The housing management office may prepare and file the original license after it has been signed by the installation commander or designee and the mobile home owner.

**2.4. Retention and Termination.** Personnel may retain their mobile home park space under the same conditions established for FH.

**2.5. Management Responsibilities.** The responsibilities are:

2.5.1. Safety Inspections. The installation civil engineer (CE), safety office, and the surgeon (or their authorized representatives) are responsible for safety inspections of mobile homes and spaces.

2.5.2. Utility Connections (Electric, Gas, Oil, Water, and Sewer). The CE and the mobile home carrier, if a part of the contracted moving service, is responsible for utility connections and disconnections. In either case, the owner provides all materials for making utility connections. These materials should comply with established safety criteria and standards for utility connections. The CE is responsible for inspecting the connection work to ensure that proper connections have been made.

2.5.3. Other services provided for mobile home parks include the following:

- Management.
- Refuse collection and disposal.

- Entomology service (exterior grounds only).
- Street cleaning.
- Snow removal.
- Maintenance and repair of streets, parking areas, mobile home pads, community facilities, government-owned storage sheds, and common recreational areas.

2.5.4. Housing officials should maintain records of mobile home park activities. These records include:

- Licenses (original AF Form 1505) and notices of revocation and termination.
- Records of rental, utility, and service charges, billed and collected.

2.5.5. These records are usually subject to periodic audits. Additional information on the financial management of mobile home parks may be found in **Chapter 3** of this handbook.

**2.6. Resident Responsibilities.** The responsibilities of mobile home park residents are similar to those living in FH with a few unique exceptions:

2.6.1. Personnel who wish to live in a mobile home park should determine whether available spaces can accommodate the mobile home they own or intend to purchase.

The owner should provide the materials necessary to make utility connections as well as costs of modifying a mobile home to adapt to the available space.

2.6.2. Owners provide and install ground anchors and tie-down straps to protect units, awnings, storage sheds and other accessories from high winds. Owners should obtain an approved construction permit, AF Form 103, from the installation CE before installing ground anchors. Tie downs/ground anchors should meet as a minimum all state and/or local codes.

2.6.3. Owners should equip their unit prior to occupancy in the mobile home park with single station, local alarm, residential-type smoke detectors. The detectors should comply with National Fire Protection Association Standards. Housing management personnel should conduct an operational inspection of the smoke detectors during the owner's initial in-briefing to ensure they are operational.

2.6.4. Owners should maintain mobile homes and surrounding grounds in an attractive and orderly condition. Owners should provide skirts or landscaping to screen the frames and wheels of the mobile home from view within 30 days of siting. Privately owned materials and equipment may be stored within the mobile home or within exterior storage sheds which may be provided by the government. Residents are encouraged to improve their mobile homes and spaces in a manner consistent with policies established by the installation commander. Any additions or accessories provided by the residents are subject to approval of the base engineer prior to installation.

## Chapter 3

### FINANCIAL MANAGEMENT

**3.1. Basic Allowance for Quarters (BAQ).** Military personnel with dependents, as defined in 37 U.S.C. 401, are entitled to receive payment of BAQ, except when they and their dependents (or their dependents only) occupy adequate government housing facilities.

3.1.1. Housing managers should prepare AF Form 594, **Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination**, to stop payment of BAQ when the member (or dependents) is assigned or permanently occupies FH.

3.1.1.1. When FH assignments are made to military married to military who are assigned to the same installation, an AF Form 594 should be prepared for each spouse. Both sets of the AF Form 594 are usually sent to the DAO for processing. In instances where one member arrives on station ahead of his or her spouse, the BAQ for the member who arrives later is terminated when he or she arrives on station.

3.1.1.2. Housing managers should prepare an AF Form 594 or DD Form 137, **Application for Basic Allowance for Quarters for Members with Dependents**, to discontinue BAQ for members of the Army, Navy, or Marine Corps. The housing manager should forward it with a DD Form 114, **Military Pay Order**, to the DAO and request acknowledgment of receipt. The housing office keeps one copy of these forms in suspense pending receipt of the acknowledgment.

3.1.2. The effective date of assignment to government family housing for BAQ purposes is usually the date the individual or his or her designated representative accepts or assumes responsibility for the housing unit.

3.1.2.1. Family housing occupied by the member or dependents is considered suitable and adequate housing according to grade and family size requirements.

3.1.2.2. Members occupying inadequate government housing should pay a housing rental charge. The amount to be charged is shown on AF Form 594.

3.1.3. Family housing managers should prepare AF Form 594 to start payment of BAQ when assignment of FH is terminated. A member's BAQ and VHA are reinstated when the member satisfactorily clears assigned FH or upon physical departure from the station, whichever occurs first (Comp Gen Decision B-213560).

**3.2. Civilian Living Quarters Allowance (LQA).** Housing managers should provide formal notification to the servicing CPO when a civilian employee is assigned to FH so that LQA payments can be terminated. Civilian employees are not authorized LQA upon occupancy of adequate or inadequate FH.

**3.3. Reimbursement of FH Account.** When members of non-DoD federal agencies, including the Army and Air Force Exchange Service (AAFES) and the US Coast Guard, are assigned family housing, the agency or department to which the member is assigned usually reimburses the FH account in an amount equal to the member's housing allowance (LQA or BAQ in the case of the Coast Guard). Managers should coordinate billing and collection procedures with the DAO.

**3.4. Temporary Lodging Allowance (TLA).** Personnel in PCS status are authorized to receive TLA upon arrival in an overseas area immediately prior to assignment or occupancy of adequate government or private housing, and immediately prior to PCS departure from the overseas station. Specific circumstances, conditions, and requirements for payment of TLA are identified in the Joint Federal Travel Regulations (JFTR). The housing manager should certify that housing is not immediately available when the member arrives at an overseas location. The same certification process is used for TLA extensions. When members vacate, housing managers also certify the number of TLA days.

**3.5. Local Drayage and Storage of Household Goods.** When directed, personnel moving into, between and from government housing should be entitled to drayage and storage at government expense, as authorized by JFTR, Volume 1. The housing manager, working with the local traffic management office, should budget and control the funds. Authority and citation of funds is usually done on AF Form 150, **Drayage/Storage Authorization--Government Quarters**. Paragraph 1.18. of this handbook provides additional information on storage eligibility.

**3.6. Mobile Home Park Financial Administration.** The Air Force recovers construction, improvement, maintenance, operations and utilities costs from mobile home park residents through space rental fees.

3.6.1. Resident Rental Charges. Members living in mobile home parks should pay space rental fees using payroll deductions. The defense accounting officer processes the payroll deduction. The member signs a valid AF Form 1505 that is issued by the commander, through the housing office. When mobile home park spaces are rented to civilian employees, the housing manager should assess the employee full rent and other charges based on fair market rates using guidance in DoD 4165.63M, *DoD Housing Management*, and OMB Circular A-45.

3.6.2. Fiscal Calculations. The housing manager works with the Defense Accounting Officer to ensure that the mobile home park rental fees cover the costs of management, utilities, major maintenance and repair, alterations and additions, and refuse collection.

3.6.2.1. Rental Charges. The housing manager can establish a space rental fee to amortize the cost of construction and subsequent improvements over a 25-year period. The amortization period begins with the completion of construction. To determine a space rental fee, add the improvements cost to the initial construction cost, divide these costs by 300 months (25 years), and multiply by the number of spaces in the park. The requirement to amortize the cost of construction and subsequent improvements expires at the end of the 25-year period regardless of the occupancy rate or the amount of rent collected. When a portion of a park is deactivated, no adjustment is made in the rents of the remaining residents. If additional spaces or improvements are made, separate rental fees should be established, amortizing construction and improvement costs.

3.6.2.2. Operation and Maintenance (O&M) Charges. The calculation of O&M charges is for the next fiscal year (FY). The charge is usually based on the actual cumulative prior year O&M (services, i.e., street cleaning, snow removal, refuse collection, others as required) costs. A pro-rata share of these costs is charged to each resident. The available contract rates for the new FY are used for service collection (721.22, EEIC 533XX).

3.6.2.3. Mobile Home Management Costs (721.11 Management - Government Dwellings). The following formula is used for establishing the costs accrued in the management of a mobile home

park. Housing managers should assume that 50 percent less management effort is required for a mobile home space versus a family housing unit.

$$\begin{array}{rcl}
 \text{Family Housing Office} & \# \text{ of Family Housing} & = \text{Total Cost of Family Housing/Mobile} \\
 \text{Costs} & \text{Units} \pm \# \text{ of Mobile} & \text{Home Park Management in \$0.00 per} \\
 \text{---(prior fiscal} & \text{Home Spaces} & \text{month} \\
 \text{year)} & \text{Total \# Units/Spaces} & \\
 12 \text{ months} & & \\
 \text{Total Cost of Family Hous-} & = & \text{Mobile Home Management Cost} \\
 \text{ing/Mobile Home Park} & & \text{(round up to nearest whole dollar)} \\
 \text{Management in \$0.00 per} & & \\
 \text{month} & & \\
 0.5 & & 
 \end{array}$$

3.6.2.4. Utilities Cost Provided by the Air Force. Charges are normally based on individually metered or measured consumption. Where not metered, the housing manager should charge the residents a pro-rata share of the total costs for utilities provided to the park.

3.6.2.5. The BCE should keep records of construction and improvements costs until the Air Force no longer uses the mobile home park. For audit purposes, the BCE also retains records for amortizing costs until disposal of the park.

3.6.3. Termination. The housing manager should establish procedures for mobile home park residents to ensure the collection of unpaid monthly charges prior to their departing the installation. The housing manager can notify the DAO to make collection of monthly charges. Separating members present evidence of payment for charges owed (i.e., copy of collection voucher or DD Form 139, **Pay Adjustment Authorization**) through the date of termination to the housing office before his or her base clearance forms can be signed.

## Chapter 4

### HOUSING REQUIREMENTS, INVENTORY, AND DEVELOPMENT

**4.1. Housing Requirements.** The Housing Market Analysis (HMA) is a detailed study of the housing market area for an Air Force installation. The HMA determines the ability of the housing market area to meet current and projected housing requirements for military personnel authorized at the installation. Housing in the market area includes homes and apartments in the surrounding communities that meet Air Force standards. Each installation which provides housing maintains a current HMA (e.g., consistent with manpower projections and not older than 3 years).

4.1.1. Purpose of the Housing Market Analysis. The HMA estimates the housing surplus or deficit for the current and projected years and is usually used to support the planning for Air Force housing programs. The HMA also helps managers determine the adequacy, availability, and affordability of community housing. HQ USAF/CEH uses data from the HMA to validate programming for new housing construction and/or improvements to existing housing.

4.1.2. Conducting a Housing Market Analysis. Guidance for conducting the HMA is contained in the following documents:

- AFI 32-6001.
- Air Force Housing Market Analysis Guidance Manual.

**4.2. Housing Community Plan (HCP).** The Housing Community Plan is a long-range planning document, normally accomplished through a civilian contractor, which addresses all aspects of the family housing community from individual unit floor plans to overall development of the entire housing community. Since HCPs play a significant role in project validation, it is important to keep the document up to date and to reflect the findings of the HMA. Each housing project, whether construction or acquisition of additional housing, should be supported by and in compliance with the base HCP.

4.2.1. Objectives. The objectives of the HCP are to create a sense of identification within a family housing neighborhood, to ensure that the housing areas meet the needs of the residents, and to create attractive housing areas that are a source of pride to the residents. These objectives are met by analyzing existing housing with Air Force housing standards (i.e., maximum living space); recommending the replacement of unsightly, outdated, or inadequate utilities; improving traffic control; and developing an overall landscaping plan with recreation areas for the entire housing community.

4.2.2. Conducting a Housing Community Plan. Guidance for conducting an HCP is contained in the following documents:

- AFI 32-6002.
- The Air Force Family Housing Guide for Planning, Programming, Design, and Construction.

**4.3. Housing Requirements Analysis (HRA).** The HRA is a product of the HMA process and a major component of the HCP. The HRA organizes FH requirements according to pay grade group and the number of bedrooms required.

**4.4. Economic Analysis (EA).** Congress requires an economic analysis for the following family housing conditions:

- For family housing replacement projects.
- For new family housing projects having a total cost of over \$2 million.
- For improvement projects when the most expensive unit exceeds \$50,000 multiplied by the local area cost factor.

4.4.1. The Air Force Housing Economic Analysis Guidance Manual and AFI 65-501, *Economic Analysis*, provide details on housing economic analyses.

**4.5. Programming for Family Housing.** The DoD policy is to rely on private or community assets as the primary source for FH.

4.5.1. Housing managers/BCEs should program FH improvements or new construction when:

- There is a military necessity or the mission requires personnel to live on base.
- Housing in the private community is limited, not available, or not suitable.
- Existing FH does not meet minimum Air Force housing standards.

4.5.2. Future improvements and construction should be supported by an HMA and HCP.

## Chapter 5

### HOUSING FLOOR AREA AUTHORIZATIONS

**5.1. Standards for Air Force Family Housing.** The goal of the Air Force is to provide its members with the highest possible quality housing within legal limits. The square footage listed in **Table 5.1.** outlines the maximum authorized to provide adequate housing. The Air Force Family Housing Guide for Planning, Programming, Design and Construction should be consulted for room sizes. **Table 5.2.** provides a list of conditions where the maximum net floor area may be exceeded.

**Table 5.1. Maximum Net Floor Areas Authorized.**

<b>R U L E</b>	<b>A Resident's Pay Grade</b>	<b>B Number of Bedrooms</b>	<b>C Maximum Net Floor Area (NSF)</b>
1	O-7 and above	4	2,100
2	O-6	4	1,700
3	O-4 and O-5	4	1,550
4	O-4 and O-5	3	1,400
5	O-1 through O-3 and E-7 through O-9	5	1,550
6	O-1 through O-3 and E-7 through E-9	4	1,450
7	O-1 through O-3 and E-7 through E-9	3	1,350
8	O-1 through O-3 and E-7 through E-9	2	950
9	E-1 through E-6	5	1,550
10	E-1 through E-6	4	1,350
11	E-1 through E-6	3	1,200
12	E-1 through E-6	2	950

**NOTE:** The following areas are not included in the calculation of total net floor area:

Utility rooms

Laundry rooms

Interior bulk storage

Exterior bulk storage

Washer and dryer space, if not located in a separate utility or laundry room (not to exceed 30 square feet)

Furnace or boiler equipment, domestic water heater, heat pump, and solar equipment, if any, if not located in a separate utility room

Stairways on each floor (including intermediate landings between floors)



Stair landings at each floor level above the first floor (not to exceed 10 square feet per floor)

Finished space under stairs with headroom less than 4 feet 6 inches

Unfinished attic space

Unfinished basement space

Porches, open or enclosed, which are not heated or cooled and which retain the basic characteristics of a porch

Arctic entries (not to exceed 20 square feet) in northern climates

Terraces, patios, and balconies

Carports and garages

Common stairways, halls, and entries in multifamily dwellings

Areas required solely for installed solar energy systems, including collection and storage equipment and mass walls, as well as interior spaces required by and designed specifically for passive solar energy systems.

Net Floor Area: The space within the interior faces of exterior walls and party walls of living units.

**Table 5.2. Exceptions to the Authorized Maximum Amounts for Living Area.**

R U L E	Condition	Maximum Net Floor Area Change
1	Position of Resident Special Command Position (as designated by the Secretary of Defense) Installation Commander Senior Enlisted Advisor of a military installation	May be increased by 10%
2	Best Interest of the Government as determined by the SAF for: Award of turnkey construction contract to contractor offering the most satisfactory proposal To permit purchase, lease, or conversion of housing units	May be increased by 5%
3	Harsh Climate requiring 7,500 heating degree days annually (AFMAN 88-29)	May be increased by 300 SF of indoor activity space
4	Inability to lease suitable family housing within the prescribed maximum net floor area in a foreign country	SAF may waive the limitation

**NOTE:**

If a project combines the conditions of both rule 1 and rule 2, the maximum square footage increase allowed is limited to 10 percent or the otherwise applicable limitation prescribed in this table.

## Chapter 6

### FORMS USE AND SUBMITTAL

**6.1. Housing Forms.** Table 6.1. lists forms used by housing personnel. Instructions on completing selected forms can also be found in this chapter.

**Table 6.1. Family Housing Forms.**

Form	Use	Submitted By	through	Submitted To:
AF Form 103	BCE Construction/Digging Permit (request by owner to install mobile home anchors).	Owner	--	BCE Work Request Section
AF Form 150	Drayage/Storage Authorization - Government Quarters (allows movement/storage of excess items related to moves into/out of FH).	Residents	Housing Office	TMO
AF Form 227	Quarters Condition Inspection (establishes the initial, pre-termination, and final condition of quarters).	Housing Office Representative	--	Housing Office; copy to FH Resident
AF Form 228	Furnishings Custody Receipt and Condition Report (used to record the issue and receipt of government-supplied property to a FH resident).	Housing Office Representative and FH Residents	--	Housing Office (Furnishings)
AF Form 332	BCE Work Request (to perform work or modify a housing unit or its appearance).	Residents	Housing Office	BCE Work Request Section
AF Form 594	Initiate BAQ (when service member terminates FH).	Housing Office	--	Defense Accounting Office
AF Form 1326	Change of Occupancy Report (used to record changes in the occupancy data for FH).	Housing Office	--	MAJCOM
AF Form 1327	Temporary Redistribution of Government Housing (used to break out the housing population and distribute housing assets equally).	Housing Office	Installation Commander	MAJCOM

AF Form 1505	License to Occupy Mobile Home Space (formal acknowledgment by resident of requirements for mobile home park).	Installation Commander	Housing Office	Mobile Home Park Resident
AF Form 3505	Condition of Occupancy for Military Family Housing (formally establishes the required standards for FH care).	Housing Office Representative	--	Housing Office Copy to Residents
AF Form 3506	Customer Initial and Final Evaluation of Quarters Inspection.	Residents	Housing Office	Commander
DD Form 139	Pay Adjustment Authorization (needed as proof of payment for mobile home charges for separating service members).	Housing Office	--	Defense Accounting Office
DD Form 1410	Family Housing Inventory and Occupancy Report (provides information on the number and vacancy rates of FH).	Housing Office	MAJCOM	HQ USAF/CEH by 20 Nov.
DD Form 1411	Family Housing Inventory Designation and Assignment Report (provides information on active housing units by pay grade and number of bedrooms).	Housing Office	MAJCOM	HQ USAF/CEH by 20 Nov.
DD Form 1607	Application for Homeowner's Assistance (for homeowners located at a base slated for closure or draw down).	Homeowner with assistance from Housing	--	Corps of Engineers Office
DD Form 1746	Application for Assignment to Housing (data is used to assist members in obtaining FH and community housing).	Members	--	Housing Office
DD Form 1747	Status of Housing Availability (at gaining installation).	Housing Office (within 2 days of receipt of DD Form 1746)	--	Applicant (at losing installation or at leave address)

**6.2. AF Form 1326-Change Of Occupancy Record.** Housing office personnel should use the AF Form 1326 to record change of occupancy data for family housing. In addition, data from this form are used to provide the basis for summary data that is forwarded to the MAJCOM and HQ USAF annually.

6.2.1. Responsibility. Base housing managers should establish local procedures to ensure the information is recorded on the form whenever there is a change of occupancy in FH units. Forms are completed in an original only. At the end of the annual reporting period (30 September), the forms for that period should be closed out and retained.

6.2.2. Completion of Form:

6.2.2.1. GRADE CATEGORY. Enter the grade category of the housing unit as it appears on the current temporary redistribution listing.

6.2.2.2. NO. OF BEDROOMS. Self-explanatory.

6.2.2.3. MFH REAL PROPERTY COestablished for each housing area real property installation code. Housing managers may establish more subdivisions (separate sets) of the AF Forms 1326; for example, by category of housing (foreign source, leased, surplus commodity, etc.), grade category, or bedroom size.

6.2.2.4. INSTALLATION NAME. Self-explanatory.

6.2.2.5. REPORTING PERIOD. 1 October through 30 September of each fiscal year.

6.2.2.6. LINE NO. Enter a number for each entry. The numbers are sequenced within a given reporting period and set of AF Forms 1326.

6.2.2.7. ADDRESS. Enter the local housing unit identifying number.

6.2.2.8. VACANCY- HOUSING NOTIFIED. Enter the day and month that the current resident notified the housing office of the pending termination of government quarters.

**NOTE:**

When short notifications (less than 30 days) are received, recommend the notification date be entered in red or otherwise highlighted.

6.2.2.9. VACANCY - TERMINATED. Enter the date the current resident's housing assignment was terminated.

6.2.2.10. VACANCY - TO MAINT. Enter the date the unit was turned over to maintenance.

6.2.2.11. VACANCY - AVAILABLE. If the housing unit has been turned over to maintenance, enter the date the unit is returned and is available for assignment. If no maintenance is required, then enter the termination date.

6.2.2.12. VACANCY - MAJOR REPAIR. Enter the number of days the unit was vacant for maintenance (major rehabilitation, repair, improvement, alteration, or conversion work) but do not include the day the house is available for assignment. If the repair days cross reporting periods, enter only the days appropriate to the reporting period; show the remaining days as a carryover in the new reporting period.

6.2.2.13. VACANCY - MINOR MAINT. Enter the number of days the unit was vacant for change of occupancy maintenance, but do not include the day the house is available for assign-

ment. If the maintenance days cross reporting periods, enter only the days appropriate to the reporting period; show the remaining days as a carryover in the new reporting period.

6.2.2.14. **VACANCY - ADMINISTRATIVE.** Enter the number of days the unit was vacant, excluding days counted for maintenance. If the vacant days cross reporting periods, enter only the days appropriate to the reporting period; show the remaining days as a carryover in the new reporting period.

6.2.2.15. **NEW RESIDENT - PROJECTED.** Enter the date the unit is projected to be assigned to the new resident. (Prior to present resident's termination, the availability date has not been determined).

6.2.2.16. **NEW RESIDENT - COMMITTED.** Enter the date the unit was committed to the new resident.

6.2.2.17. **NEW RESIDENT - ASSIGNED.** Enter the date the unit was assigned to the new resident and the resident's BAQ was terminated.

6.2.2.18. **NEW RESIDENT - NAME.** Self-explanatory.

6.2.2.19. **NEW RESIDENT - WAIT TIME.** Enter the number of days the new resident was required to wait for family housing. Calculate the days from the new resident's effective date on the waiting list until the date assigned.

6.2.2.20. **NEW RESIDENT - REMARKS.** Use the remarks section for any comments pertinent to change of occupancy maintenance (COM) and the unit's occupancy rate. The following are examples of when explanations should be entered:

- When vacancies exceed 5 days.
- To record turndowns of the specific unit.
- When the new resident's grade differs from the grade category shown in the "use" block.
- When the new resident's bedroom authorization differs from the number of bedrooms in the housing unit.

### 6.2.3. Reverse Side (AF Form 1326).

6.2.3.1. **LINE NO.** Enter the line number of the data on the front of the form that requires supplementary remarks.

6.2.3.2. **REMARKS.** Enter additional remarks that would not fit in the "Remarks" on the front of the form. Refer to the appropriate line number.

6.2.3.3. **CARRYOVER INFORMATION.** When the reporting period has ended (30 September), each line number entry that has not been completed is carried over to the subsequent reporting period on a new AF Form 1326 for the new reporting period. Vacancy days are shown and counted in the appropriate time period. Carryover references for the AF Form 1326 of the closing reporting period can be abbreviated: c/o to pg., line.

## 6.3. AF Form 1327 - **Temporary Redistribution of Family Housing.** AF Form 1327 is used to determine distribution and redistribution of housing:

6.3.1. Assets are categorized and distributed based on the premise that eligible members from all categories are ensured an equal chance for assignment to housing. The underlying philosophy of the

model is to provide eligible personnel with essentially equal housing opportunity (minus key and mission essential housing) for a particular bedroom size regardless of grade category.

6.3.1.1. When assignment is on a voluntary basis, Total Requirements (section III), is computed by adding Eligibles Occupying Govt. Qtrs. (section II) to Waiting List (sections I).

6.3.1.2. When assignment is on a mandatory basis, Total Requirements (section III) is based on the breakout of the base population that is eligible for housing.

#### 6.3.2. Completion of Form.

6.3.2.1. DATE. Enter the date which reflects the end of the annual reporting period, i.e., 31 Jan xx, or the date of an "as required" survey.

6.3.2.2. INSTALLATION. Enter the organization and installation, e.g., 86 TFW, Ramstein AB, Germany.

6.3.2.3. CALCULATIONS. There are six basic steps required to complete the redistribution worksheets:

- Establish the housing requirements and assets.
- Establish the key essential personnel housing distribution.
- Compute the revised housing requirements and assets, which essentially subtracts key and mission essential requirements.
- Compute the recommended distribution.
- Compare the recommended distribution to the present approved distribution.
- Obtain the signature of the designated commander for approval of recommended distribution.

**6.3.2.4. NOTE:** Where calculations are shown on the form (e.g., 1 + 4), it is assumed, unless otherwise stated, that the computations are incremental by column (e.g., line 1, col A plus line 4, col A, then line 1, col B plus line 4, col B, etc.). Also note that except for section XII, there can be no negative entries; anything zero or less is treated as a zero.

6.3.2.5. DATA IN SECTIONS I AND II ARE CRITICAL TO THE CONDUCT OF THE TEMPORARY REDISTRIBUTION SURVEY. PLEASE ENSURE ONLY THE APPROPRIATE DATA ARE ENTERED IN THESE SECTIONS.

6.3.2.6. I. WAITING LIST (lines 1, 2, and 3). Enter in the various columns the number of personnel in each grade category who are on a waiting list for adequate housing. These personnel should be counted in the specific grade category and bedroom size to which they are authorized, regardless of whether or not they have elected to accept less than authorized. Therefore, the number of personnel on a waiting list for other than their "true" housing authorization are subtracted from that column entry and numerically added to the column entry reflecting their true authorization. Personnel on the waiting list who are assigned to adequate FH are not counted. Personnel assigned to substandard FH are included as being on the appropriate waiting list.

6.3.2.7. II. ELIGIBLES OCCUPYING HOUSING (lines 4, 5, 6, and 7). Enter in the various columns the number of personnel, by category and bedroom size, who are residing in adequate housing. Once again, ensure that the number of personnel placed in the columns for a specific grade category and bedroom size include personnel authorized for that specific type of housing regard-

less of the type of housing they are actually occupying. Again, the intent is to determine requirements based on "true" eligibility. Line 7 should equal Line 15. If a difference exists, asterisk the number in line 7 and explain the difference in "Remarks."

6.3.2.8. III. TOTAL REQUIREMENTS (lines 8, 9, 10, and 11). Add the columns by grade and bedroom size as shown on the form (i.e., line 1, column A plus line 4, column A equals line 8, column A).

6.3.2.9. IV. HOUSING ASSETS (lines 12, 13, 14, and 15). Enter the total available adequate family housing assets at the installation. Substandard housing assets are not included.

6.3.2.10. *Note: Prior to proceeding with the calculations in section V, compare the requirements identified in column G, lines 8, 9, and 10, with housing assets identified in column G, lines 12, 13, and 14. The premise of this distribution procedure holds that requirements at all times exceed available assets. If column G, line 12 exceeds line 8, or line 13 exceeds line 9, other management action should be taken to correct the imbalance between requirements and assets. If for example, three-bedroom assets exceed requirements, alteration of bedroom requirements based on family size and composition should be considered. In addition to the alteration of family size requirements, should existing assets vary substantially in size or desirability, three-and four- bedroom units could be (for assignment purposes) used for two-and three-bedroom unit requirements.*

6.3.2.11. V. PERCENT OF BEDROOM REQUIREMENTS (lines 16, 17, 18, and 19). Enter the housing requirements for each category and bedroom size expressed as a decimal (carried out to four decimal points) of the total housing requirement for that category (e.g., divide line 8, column A by line 11, column A; line 9, column A by line 11, column B). The sum of the decimals within each category should equal 1.000 as shown on the form, line 19.

6.3.2.12. VI. KEY AND ESSENTIAL SET ASIDES: Key and Mission Essential Positions (line 20): Enter the number of personnel in each category occupying command, key, and mission essential positions as documented in the base supplement to AFI 32-6001. This line represents the category of the member actually occupying the position and not the category of the grade authorization for the position. Lines 21, 22, and 23: Enter the number of housing units by bedroom size and category currently being occupied by members holding command, key, and mission essential positions listed in line 20.

6.3.2.13. *Note: Designated housing is included in the key and mission essential housing calculations; however, certain installations have designated housing with bedroom sizes less than that authorized for a specific grade category. Where this condition exists, enter the number of designated housing units in the column which represents the actual bedroom size, ensuring that the total number of command, key, and mission essential set-asides in a particular category does not change. For example, if the computed number of four-bedroom set-asides for senior officers equals 20 and there are six units of three-bedroom designated senior officer assets, then enter 14 in four-bedroom, senior officer and six in three-bedroom, senior officer. In no case should the total by grade exceed the number specified in line 20 for the same grade category.*

6.3.2.14. VII. REVISED HOUSING ASSETS (lines 24, 25, 26, and 27). Subtract the total by bedroom size, command, key, and mission essential housing set asides arrived at in section VI, column G, from the actual housing assets shown in section IV (i.e., line 12, column G minus line 21, column G).

6.3.2.15. VIII. REVISED HOUSING REQUIREMENTS & PERCENT OF TOTAL (lines 28, 29, 30, 31, 32, 33, and 34). In the blocks in lines 28, 30, and 32, enter the results of command, key, and mission essential requirements subtracted from section III data (i.e., line 8, column A minus line 21, column A, line 8, column B minus line 21, column B). In the columns in lines 29, 31, and 33, enter a decimal (to four places) arrived at by dividing each of the revised grade category requirement blocks within a bedroom size by the total revised requirements for that bedroom size (i.e., line 28, column A divided by line 28, column G; line 28, column B divided by line 28, column G; etc. The numbers in column G of lines 29, 31, and 33 should equal 1.000.). Line 34 is the total by category of lines 28, 30, and 32.

6.3.2.16. IX. DISTRIBUTION WITHOUT KEY AND ESSENTIAL SET ASIDES (lines 35, 36, 37 and 38). Multiply the revised housing assets in section VII by the decimals developed in section VIII, lines 29, 31, and 33. The resulting numbers are rounded off to the nearest whole number. *Note: Section IX, column G totals should equal section VII, column G totals.*

6.3.2.17. X. ANALYTICAL REDISTRIBUTION (lines 39, 40, 41, and 42). Add the key and essential set asides in section VI to the numbers arrived at in section IX (i.e., line 35, column A plus line 21, column A; line 35, column B plus line 21, column B). This section represents the distribution of housing assets based on equal housing opportunity (except for command, key, and mission essential requirements) regardless of grade category.

6.3.2.18. XI. EXISTING APPROVED HOUSING DISTRIBUTION (lines 43, 44, 45, and 46). Enter the date of the last AF Form 1327 and the present approved distribution of housing assets.

6.3.2.19. XII. DISTRIBUTION CHANGES REQUIRED (lines 47, 48, 49, and 50). Enter the differences (+, -, 0) between the analytical distribution in section X and the existing approved distribution in section XI. A positive number indicates the category bedroom size which requires additional assets. A negative number indicates the category and bedroom size which loses assets (assuming analytical redistribution is implemented). The sum of the positive and negative numbers for each bedroom size and the total (line 50) should equal zero as shown on the form.

6.3.2.20. XIII. REAL PROPERTY DESIGNATION OF HOUSING (lines 51, 52, 53, and 54). Enter the grade category designation of housing, as shown in the RCS: HAF-LEE(AR)7115 report.

6.3.2.21. XIV. RECOMMENDATION (lines 55, 56, 57, and 58). The designated commander should indicate a recommendation for the distribution of housing by placing an "X" in the appropriate box and affixing his or her signature. If the third option (line 57) "adoption of different distribution" is recommended, the "different" distribution and the rationale for the "different" distribution should be included on an attached sheet of paper.

6.3.2.22. BASE COMMANDER. Date, name, and signature of the installation commander or his/her designee.

**6.4. DD Form 1410, Family Housing Inventory and Occupancy, and DD Form 1411, Family Housing Inventory Designation and Assignment.** These reports provide annual information on the inventory and occupancy of DoD family housing units as of September 30th of each FY.

6.4.1. Installations should submit summary reports on family housing inventory and occupancy each year, as directed by their MAJCOM.



6.4.2. Adequate housing inventory data reported on DD Form 1410 (item 18 column (d) less item 23 column (d)) should match the total active adequate units reported on DD Form 1411 (item 16 column (j)). The substandard housing total inventory reported on DD Form 1410 (item 18 column (e) less item 23 column (e)) should match the substandard total reported on item 16 column (k) of DD Form 1411.

6.4.3. Completion of Form. Header Items, DD Form 1410 and DD Form 1411 are completed as follows:

6.4.3.1. Item 1, REPORT PERIOD. Enter the last day of the report period (for example, 940930).

6.4.3.2. Item 2, INSTALLATION NAME. Enter the complete installation name. If the report is sent by an installation for the first or last time, mark the Item "First Report" or "Last Report" as appropriate. For major command/Separate Operating Agency (SOA) area summaries, leave blank.

6.4.3.3. Item 3, MAJOR COMMAND/SOA. Enter the official short title for the major command or Separate Operating Agency (SOA). For DoD Component area summary reports, leave blank.

6.4.3.4. Item 4, AREA. Enter an "X" on the appropriate line to show the area in which the reporting installation is located or the type of summary report. The "worldwide" item is used only for DoD Component summary reports; for major command/EFD summaries, leave blank.

6.4.3.5. Item 5, TYPE OF REPORT. Enter an "X" on the "Individual" item to show each housing area with designated RPIC. Use "Summary" item to show base and major command or DoD Component area summary report.

6.4.3.6. Item 6, DD FORM 1410, INSTALLATION STATUS. Enter an "X" on the appropriate line to show whether the reporting installation is active, inactive, or excess. For housing units at bases slated for closure, item 32 applies.

6.4.3.7. Item 7, DD FORM 1410; Item 6, DD FORM 1411, STATE. Enter the name of state (or District of Columbia). If the reporting installation is not in the United States, leave blank. For summary reports, leave blank.

6.4.3.8. Item 8, DD FORM 1410; Item 7, DD FORM 1411, ZIP CODE. Enter the installation's 9-digit zip code. For summary reports, leave blank.

6.4.3.9. Item 9, DD FORM 1410; Item 8, DD FORM 1411, REAL PROPERTY INVENTORY CODE (RPIC). Enter the four-character geographic location code (GEOLOC) preceded by "F". For summary reports, leave blank.

6.4.3.10. Item 10, DD FORM 1410; Item 9, DD FORM 1411, COUNTRY. Enter the name of the country where the installation is located. If the installation is in the United States, enter "US." If the installation is in a US possession (such as Guam, Midway Island, etc.), enter the name of the possession. For summary reports, leave blank.

6.4.3.11. Item 11, DD FORM 1410; Item 10, DD FORM 1411, DoD COMPONENT. Enter: Air Force.

6.4.4. Family Housing Inventory and Occupancy Data, DD Form 1410. Complete the forms as follows:

6.4.4.1. Column--Inventory and Vacancy Information.

6.4.4.1.1. Column (a), LEASED. Leased housing generally is confined to privately owned units obtained by the US Government for use as military public quarters, including leased housing constructed in foreign countries as rental guarantee units. Military public quarters owned by HUD should also be considered. When one DoD Component acts as executive agent and leases units for use by another, the executive agent reports such units in its inventory. When a non-DoD US government agency leases privately owned units for use by DoD personnel, the units are reported as leased units (e.g., when the State Department leases for the Air Force, the Air Force reports the units).

6.4.4.1.2. Column (b), APPROPRIATED FUND - PRIOR FY 1950 APPROPRIATION. These are housing units acquired incidental to land purchases and other adequate housing units acquired or constructed under direct funding appropriated before the FY 1950 appropriation. Include adequate foreign source units built before 1950, such as Royal Air Force. Include units owned by a foreign government and used by the DoD Component under international agreement.

6.4.4.1.3. Column (c), ALL OTHER ADEQUATE. This includes all other adequate government-owned housing units. Include Government of Japan (GOJ) housing provided to the United States under the Japanese Facilities Improvements Program (JFIP), housing provided by the Republic of Korea (ROK) under the ROK Force Improvement Plan (FIP), and adequate foreign source units built 1950 and after. Include: appropriated fund housing, FY 1950 and after; appropriated fund relocatable housing; and adequate Capehart, Wherry-acquired, surplus commodity, and permit housing.

6.4.4.1.4. Column (d), TOTAL ADEQUATE. In items 12 through 30, sum columns (a), (b), and (c).

6.4.4.1.5. Column (e), TOTAL SUBSTANDARD. Enter the units designated substandard. Also include substandard foreign source units, regardless of how operated, and government-owned mobile homes.

6.4.4.1.6. Column (f), ADEQUATE AND SUBSTANDARD. In items 12 through 30, sum columns (d) and (e).

6.4.4.1.7. Column (g), MOBILE HOME SPACES. Enter government-owned mobile home spaces. Exclude spaces occupied by government-owned mobile homes included in column (f).

6.4.4.1.8. Column (h), DoD SPONSORED. Enter domestic rental guarantee units.

#### 6.4.4.2. Lines--Inventory and Vacancy Information.

6.4.4.2.1. Item 12, PREVIOUS TOTAL. In each column, enter the total inventory of units (active and inactive) under the control of the reporting installation as of the last day of the preceding report period. These data entries should be the same as the "Present Total" (line 18) of the preceding report. Any corrections to previously reported inventory shall be explained on an attached sheet.

6.4.4.2.2. Item 13, NEW ADDS. Enter the number of units acquired other than by conversion during the report period.

6.4.4.2.3. Item 14, CONVERSION GAINS. Enter the number of units added by conversion, improvement or other action that caused a change in status during the report period; include both those that caused a change from substandard to adequate, as well as those that created new housing facilities. Conversions shall be reported as of the beneficial occupancy date.

6.4.4.2.4. Item 15, CONVERSION LOSSES. Enter the number of units permanently lost by conversion or other action that caused a change in status during the report period; include both actions which upgrade family housing as well as those which convert them to non-family uses.

6.4.4.2.5. Item 16, DISPOSALS. Enter the number of units disposed of and lease cancellations, except for permanent conversions which occurred for any reason during the report period. Disposals are reported as effective on the date the units are removed from the Air Force Family Housing Real Property Account by transfer, demolition, sale, or other conveyance. A report of excess houses to the General Services Administration (GSA) is not considered a disposal until the property is accepted by GSA.

6.4.4.2.6. Item 17, OTHER LOSSES. Enter the number of units lost due to damage or destroyed by fire, natural causes, etc., during the report period.

6.4.4.2.7. Item 18, PRESENT TOTAL. In each column, enter the total units in the inventory as of the last day of the report period. This item is the sum of items 12 through 17 (i.e.,  $12 + 13 + 14 - 15 - 16 - 17 = 18$ ).

6.4.4.2.8. Item 19, PREVIOUS INACTIVE AND DIVERTED TOTAL. In each column enter the number of inactive and temporarily diverted units in the inventory as of the last day of the preceding report period. These data entries should be the same as the "Present Inactive Total" (line 23) of the preceding report. Any corrections to previously reported inventory shall be explained on an attached sheet.

6.4.4.2.9. Item 20, REACTIVATIONS. Enter the number of units reactivated during the report period. Also include the return of temporary diversions to family housing use.

6.4.4.2.10. Item 21, INACTIVATIONS. Enter the number of units inactivated during the report period. Also include FH diversions.

6.4.4.2.11. Item 22, INVENTORY LOSSES. Enter the number of inactive units dropped from the Air Force Family Housing Real Property Account during the report period. This includes permanent conversion losses, disposals and all other losses of inactive units.

6.4.4.2.12. Item 23, PRESENT INACTIVE TOTAL. Enter the number of units that were inactive and diverted as of the last day of the report period. This item is the sum of items 19 through 22 (i.e.,  $19 - 20 + 21 - 22 = 23$ ).

6.4.4.2.13. Item 24, MOVES OUT. Enter the number of times units were vacated during the report period.

6.4.4.2.14. Item 25, MOVES IN. Enter the number of times units were moved into during the report period.

6.4.4.2.15. Item 26, GROSS AVAILABLE OCCUPANCY DAYS. Enter the gross number of unit days available for occupancy in the report period. Gross days is the number of active housing units multiplied by the days available in the report period (365 or 366 days in 12 months). Gross unit days are counted for each day after the beneficial occupancy date of an

active unit. Individual computations are made for units not available for occupancy the entire report period.

6.4.4.2.16. Item 27, VACANT-REPAIR/IMPROVEMENT. Enter the number of days active units were vacant for major rehabilitation, repair, improvement, alteration, or conversion work, including this type of work completed during change of occupancy.

6.4.4.2.17. Item 28, NET AVAILABLE OCCUPANCY DAYS. Enter the result of item 26 minus item 27.

6.4.4.2.18. Item 29, VACANT - MAINTENANCE. Enter the number of days active units were vacant incident to routine change of occupancy maintenance.

6.4.4.2.19. Item 30, VACANT - AVAILABLE. Enter the number of days active units were vacant other than for major repair and minor maintenance.

6.4.4.2.20. Item 31, NET VACANCY PERCENT. Divide the sum of items 29 and 30 by item 28. Convert the result to a percentage and round to two decimal places (e.g., 1.95). Enter the result in item 31.

6.4.4.3. Item 32, INACTIVE UNITS TO BE EXCESSED. Enter the number of inactive units reported above which are to be excessed to the General Services Administration before the next report. On item 32a, enter inactive adequate units to be excessed of those reported on item 23 column (d). On item 32b, enter inactive substandard units to be excessed of those reported on item 23 column (e).

6.4.4.4. Items 33 through 37, ADEQUATE INACTIVE. Columns (a), (b), and (c). Enter the number of adequate inactive units by bedroom type and grade designation (officer, E9-E4, E3-E1), which are included in line 23 of column (d).

6.4.4.5. Items 38 through 41, WAITING LIST DATA. Each family is counted only once when it is on both the adequate and substandard waiting list.

6.4.4.5.1. Column (a), FAMILIES ON WAITING LISTS - ADEQUATE. On each line, enter the number of families on all waiting lists for adequate housing as of the last day of the report period.

6.4.4.5.2. Column (b), FAMILIES ON WAITING LISTS - SUBSTANDARD. On each line, enter the number of families on all waiting lists for substandard housing as of the last day of the report period.

6.4.4.5.3. Column (c), WAITING TIME FOR ADEQUATE UNITS. On each line, enter the average number of months a family waits for adequate quarters. Entries are made in increments of whole months; e.g., two weeks or more should be entered as one month, less than two weeks as zero.

6.4.4.5.4. Column (d), Waiting Time for Substandard Units. On each line, enter the average number of months a family waits for substandard quarters.

6.4.5. Family Housing Inventory Designation and Assignment Data, DD Form 1411. Report only active family housing units on DD Form 1411.

6.4.5.1. Grade Designation of Adequate Quarters. The headings of columns (a) through (j) reflect the grade designation of the quarters, not the pay grade of the current residents.

6.4.5.2. Quarters Designated for Combined Grade Groups. All active adequate units and assigned residents should be reported in specific grade designation columns. If units are permanently designated for a combination of grade groups, the units may be distributed to the grade columns on a reasonable basis, such as current resident grade ratios or long-range programming, or use the column reflecting the more senior of the combined groups.

6.4.5.3. Columns. Column (e) is the total of columns (a) through (d). Column (i) is the total of columns (f), (g), and (h). Column (j) is the total of columns (e) and (i). In column (k), report inventory and assignment of all active units designated substandard; also include substandard foreign source units, regardless of how operated, and government-owned mobile homes.

6.4.5.4. Lines 11 through 15, Inventory by Bedroom Category. In each column, enter the inventory distributed to items 11 through 15 by bedroom category, as reflected in the real property records.

6.4.5.5. Line 16, Total. In each column, enter the sum of items 11 through 15. Data should match DD Forms 1410 data as follows:

Item 16, DD Form 1411

DD Form 1410

Column (j)	=	Line 18 minus line 23 (in column (d))
Column (k)	=	Line 18 minus line 23 (in column (e))

6.4.5.6. Units Assigned, Lines 17 through 29.

6.4.5.6.1. Lines 17 through 23. In each quarters column, enter the number of sponsors of residents, listed on lines corresponding to the sponsors' pay grades. Includes sponsors who are members of other services, unaccompanied families (authorized to remain in quarters while sponsor is absent) and civilians (on lines by grade equivalency, **Table A2.1.** ).

6.4.5.6.2. Non-Add ( ) Lines, 24 through 28. On these lines, enter the numbers of families listed in appropriate quarters columns consistent with entries on lines 17 through 23 according to the sponsor's pay grade. Since they report families who are also included in lines 17 through 23, lines 24 through 28 are not included in the computation of total occupancy (Line 29).

6.4.5.6.3. Lines 24 through 26c (Other Service). Annotate the left column to show the applicable military service, as follows: On appropriate lines, 24 through 26c, report the numbers of service families.

- Line 24. US Army
- Line 25. US Navy
- Line 26a. US Marines
- Line 26b. Foreign Military
- Line 26c. US Coast Guard

6.4.5.6.4. Line 27 (Unaccompanied Family). Enter the number of unaccompanied families (those authorized to remain in quarters while sponsor is absent (e.g., on an unaccompanied tour)).

6.4.5.6.5. Line 28, (Civilian). Enter the number of civilian families assigned.

6.4.5.6.6. Line 29, Total Occupied. In each column, enter the total of lines 17 through 23.

6.4.5.6.7. Line 30, Total Vacant. In each column, enter the number of active units that are vacant.

6.4.5.6.8. Line 31, Total Active Adequate. In each column, sum lines 29 plus line 30 and enter the result in line 31. Line 31 should equal line 16.

## Chapter 7

### STANDARDIZED AIR FORCE HOUSING BROCHURE

**7.1. Air Force Housing Brochure.** This chapter contains a sample Air Force Housing Brochure that can be used by all commands. The brochure contains recommended subjects and can be used "as is". An asterisk (\*) indicates a unique subject for which modification or addition by the base may be necessary. A double asterisk (\*\*) after a subject indicates modification or addition may be necessary for overseas locations. In these instances you may add or change to fit local conditions, but maintain the same concise, non-threatening tone. Numerous blanks (--) appear throughout, requiring your local information, and boldface type denotes special format needs. Each base brochure should be adjusted to local conditions.

**INTRODUCTION.** Welcome to Family Housing (FH). We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize every small detail of our responsibilities, and yours. The following pages explain the Air Force's responsibility toward your home as well as what we expect from you. If you are considerate of your neighbors and treat your home as if you were the owner, we can assure you that relationships are enhanced at all levels. Your home represents a substantial investment by the United States Air Force and by all of us as taxpayers.

#### Housing Management

#### **INDEX**

#### ***Section A--Air Force Responsibilities.....Page***

Initial Inspections

Maintenance and Repairs

Refuse Collection and Disposal

Lockouts

Ground Care

Snow Removal\*

Appliances

Washer and Dryer\*

Privately Owned Appliances\*

Filters

Base Self-Help Store\*

Name Signs

#### ***Section B--Resident Responsibilities .....***

Leave or Extended TDY  
Liability for Damage to Family Housing,  
Equipment, and Furnishings  
Insurance  
Determining Replacement Costs  
Damages to Housing  
Repair Costs  
Energy Conservation  
Environment  
Care of Interior  
Care of Exterior  
Waterbeds\*  
Swimming and Wading Pools\*  
Telephone Installation\*

***Section C--Fire Protection*** .....

Instructions on Prevention  
Fire Evacuation Plan  
Smoke Detectors  
Fire Reporting  
Gasoline Storage  
Barbecue Grills  
Clothes Dryers  
Cooking Appliances  
Housekeeping  
Power Equipment

***Section D--Security Policy*** .....

Security Police  
Parking\*  
Visitor Reception\*  
Firearms and Fireworks\*  
Crime Stop\*  
Host Country Jurisdiction\*\*



***Section E--Good Neighbors*** .....

Noise Control

Control of Children

Pet Control

Pets

Parking

Repair Work

Good Neighbors-Overseas\*\*

***Section F--Special Climatic Conditions\**** .....

***Section G--Community/Residential Activities*** .....

Lawn, Garage, and Carport Sales\*

Yard of the Month\*

Housing Council, Block Captains, and Monitors\*

Business Enterprises\*

Solicitation in Family Housing (FH)

***Section H--Self-Help Work*** .....

Requesting Self-Help Work\*

Disposition of Improvements

***Section I--Termination of FH*** .....

Giving Notice

TLA\*\*

Prefinal Inspection

Final Inspection

***Section J--Mobile Home Park*** .....

Resident Responsibilities

Government Responsibilities

***Useful Telephone Numbers*** .....

---

***Section A--Air Force Responsibilities***

The following tasks should be performed by the base in support of your assigned government-owned or controlled family housing unit: all maintenance and repair, refuse collection and disposal, pest control to protect Air Force property, \*snow removal from streets, and fire and police protection.

**INITIAL INSPECTIONS.** A housing representative, along with the resident, performs an initial inspection to identify and document on an AF Form 227 any discrepancies pertaining to the unit appliances. This inspection should be performed at time of assignment or \_\_\_\_\_.

**MAINTENANCE AND REPAIRS.** The civil engineering organization has the primary responsibility for the maintenance of your home. This work is handled by (In-House or Contract); the service call telephone number is \_\_\_\_\_. (Also clarify emergency procedures.)

After a call or request is received by the service specialist, he/she immediately assigns and provides you with a job order number and an approximate date and time the work is to be performed. There are three categories of service: emergency, urgent, and routine. The category determines when the service is to be accomplished.

- Emergency--within \_\_\_\_\_ hours.
- Urgent--within \_\_\_\_\_ hours.
- Routine--within \_\_\_\_\_ days.

Emergency Service Calls are work requirements which should receive immediate attention. Some examples are:

- A structural, utility, or mechanical problem that could cause loss of life or property.
- Serious damage affecting health, safety, security, or mission.
- Complete utility failure (electricity, gas, heat, water, sewage, or \*air-conditioning).

## **REFUSE COLLECTION AND DISPOSAL.**

You should receive trash pick-up \_\_\_\_\_ times a week. The schedule is:

(area)      (day of week)

\*Garbage cans are/are not government provided. You are responsible for cleaning the cans. Trash and garbage exceeding the garbage can capacity is to be placed in an appropriate container (plastic bag, bundled, etc.) and placed curbside the morning of pick-up service.

The disposal of dead animals found on base, other than house pets, is a civil engineering responsibility.

**LOCKOUTS.** An emergency key is maintained for your unit at \_\_\_\_\_. The cost of replacing lost keys is a resident responsibility. \*Where reproduction of the key is prohibited, cost of a replacement key is \$ \_\_\_\_\_ each. Residents should reimburse housing for this amount, as well as any costs for rekeying the locks, at termination, if keys are missing.

**GROUND CARE.** Normally, common areas beyond 50 feet from your unit are government responsibility. Major pruning is also its responsibility. Seed and fertilizer are provided by the government. Seasonal announcements are made through \_\_\_\_\_.

**SNOW REMOVAL\*.** *If applicable at your base, give sidewalk and driveway requirements.*

**APPLIANCES.** Ranges, refrigerators, and dishwashers are government furnished and serviced. These appliances are assigned by serial number and recorded on the AF Form 227. If you have problems, do not attempt repairs or adjustments. You should make a service call to \_\_\_\_\_ (phone number) to report any problems.

**WASHER AND DRYER\*.** *If this item is applicable at your base, it should be covered here.*

**PRIVATELY OWNED APPLIANCES\*.** *A short paragraph on your base policy here.*

**FILTERS.** Air-conditioning and heating unit filters are government furnished. \*The resident is usually responsible for the periodic changeout of disposal filters and the cleaning of permanent type filters. Replacement filters are available from the \_\_\_\_\_ (location) and should be replaced every \_\_\_\_\_.

**BASE SELF HELP STORE\*:** Numerous assorted items for maintaining your home, such as \_\_\_\_\_ and \_\_\_\_\_, may be acquired from the store.

**NAME SIGNS.** A name sign for your housing unit may be provided.

---

### ***Section B--Resident Responsibility***

**LEAVE OR EXTENDED TDY.** If you are absent from your housing unit, leaving it unoccupied for extended periods (over \_\_\_\_\_ days), you should make arrangements for the security and prudent care of your unit. You can fulfill the responsibility through written notifications to the housing office of your intended absence and the name of the person designated by you who has access to your home and can perform normal resident maintenance. Also, notify the security police for patrol purposes.

**LIABILITY FOR DAMAGE TO FAMILY HOUSING, EQUIPMENT, AND FURNISHINGS.** Members of the Armed Forces occupying family housing may be held liable and accountable for loss or damage to family housing, equipment or furnishings caused by the abuse or negligence of the member,

the member's dependents, or the member's guests. While the amount of liability is limited to one month's basic pay in cases of simple negligence, members are usually liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFR 177-106 provides guidance on how to determine responsibility and pecuniary liability. It explains on which situations claims may be waived or limited, as in the case where damage is caused by the member's dependents or the member's guests and the member had no opportunity to prevent the damage. It also establishes procedures for processing reports of survey, provides direction on how to request reconsideration and describes appellate procedures for unwaived claims. It also explains how to submit requests for remission of debts in the case of enlisted members.

**INSURANCE.** While occupying family housing, you may want to consider buying commercial insurance to protect yourself in case of a major loss. Such insurance should specify clearly that personal liability coverage for loss or damage to family housing, furnishings, and equipment is included. A common policy for this coverage would likely be a renter's policy which would cover your personal property as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property if you do not desire to insure the latter. The replacement value based on maximum net square footage and grade authorized by public law is provided to you by the Housing Office. Specific questions can be answered by the housing staff or base judge advocate office.

**DETERMINING REPLACEMENT COSTS.** In determining replacement costs, the housing staff should advise you to use the lower amount determined by either of the following procedures:

- Multiply \$37 per square foot times the gross floor area shown on the real property record (7115 report).
- Use the amounts shown in the table below:

GRADE	BEDROOM	\$000
E1/E6	2	42
	3	53
	4	59
	5	68
E7/E9 and O1/O3	2	42
	3	59
	4	64
	5	68
O4/O5	3	62
	4	68
O6	4	75
O7/10	4	92
O7/10 (Commander Housing)	4	102

**Example:**

TSgt occupies a unit designated on real property records as company grade 3 bedroom, or (distributed for assignment purposes to a junior noncommissioned officer) which has 1537 square feet (gross):  $\$37 \times 1537 \text{ square feet} = \$56,869$  or from the chart \$53,000.

In this case, the member's liability is limited to \$53,000 (the lesser amount), in which case the member may wish to obtain insurance for \$53,000. In no case should a member's liability for damages caused by gross negligence or willful misconduct exceed the amount the Air Force is authorized to spend on replacement construction.

**DAMAGES TO HOUSING.** Damages beyond reasonable wear and tear are usually resident responsibility. Repairs and replacements completed by the resident should meet Air Force standards. The housing staff can fully explain your options to repair or replace damaged items and the method of payment.

**REPAIR COSTS.** The following is a representative list of most commonly damaged or destroyed items. The list is not all inclusive, but it is intended to show typical costs. These costs may vary, depending upon circumstances encountered. Costs include labor:

Replace Broken Windows	\$ _____
Replace Garbage Disposal	\$ _____
Repair Door (Closet or Other Internal Door)	\$ _____
Replace Door Lock	\$ _____
Replace Trim (1 to 10 ft)	\$ _____
Replace Parquet Floor Tile (9x9 in) (per tile)	\$ _____
Replace Vinyl Floor Tile (per tile)	\$ _____
Replace Light Globe	\$ _____
Replace Medicine Cabinet Mirror	\$ _____
Replace Aluminum Storm Door	\$ _____
Exterior Storage Room Door (Wherry)	\$ _____

\* Other types of damages the resident is responsible for are: damage to yard or house caused by pets, damages resulting from water beds.

**ENERGY CONSERVATION.** As a housing resident, we need your assistance in conserving energy. Fewer dollars for FH and rising utility costs require us to use common sense to do everything possible to conserve utilities.

**Water.** It is not intended that normal and reasonable use of water is restricted. However, since excessive usage results in increased costs, we need to eliminate waste. Watch the base bulletin for lawn watering schedules, should they be required.

**Heating.** The recommended temperature settings are as follows: Heat (Day \_\_\_\_\_ /Night \_\_\_\_\_ ), A/C (Day \_\_\_\_\_ /Night \_\_\_\_\_ ). The hot water heater setting should not exceed \_\_\_\_\_ degrees. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. **KINDLY DO YOUR PART** to prevent the waste of fuel.

**Electricity.** We can work together to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods of \_\_\_\_\_ to \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_. Do not leave outside lights on during daylight hours.

**Load-shedding\*.** (Describe hours of load deferrals if applicable.)

**ENVIRONMENT.** *Housing managers should provide guidance to housing residents on environmental protection. Several reminders: \*waste, engine oils, engine coolants, car grease and other similar products should not be poured into plumbing, drainage system or on the ground; no burning of leaves or refuse. \*\*Overseas host country needs should be included here.*

**CARE OF INTERIOR.** *\*(Add specifics or your local conditions, e.g., cleaning agents, protecting coatings, and any cautions needed.)*

**Kitchen.** Special attention should be given to maintenance of appliances, cabinets and walls in the kitchen. Ovens and broiler units should be cleaned regularly as well as the top burners to prevent grease buildup which becomes a fire hazard. The interiors of refrigerators should be cleaned frequently to remove food deposits. You should avoid the use of sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Also, you should avoid putting fibrous material such as onions and celery in the garbage disposal; this jams the cutting mechanism. Putting grease in the garbage disposal should be avoided as it can solidify in the pipes and cause stoppages. Hot utensils should not be placed on counter tops as this can cause permanent damage. The use of regular shelf paper in drawers and cupboards is recommended. Adhesive backed paper damages the surfaces when removed. The walls should be cleaned at periodic intervals to prevent surface grease buildup.

**Bathrooms.** The walls in the tub and shower area have a tendency to mildew and should be cleaned periodically with a product to combat mildew.

**Floors.** Excessive water can cause damage to any floor, especially wood. Quality wax removers should be used to prevent wax build-up. Pay special attention to the corners and baseboards for wax buildup.

**Carpets.** Residents are permitted to install carpeting at their own expense. \*Local policy.

**Walls.** Use of a mild soap and warm water is recommended for cleaning walls. You may not apply adhesive-backed materials, wallpaper, or decals to the walls. Removal of these can cause damage. Use of nails or building type hangers is recommended, and holes should be filled with spackling compound when the nails or hangers are removed. You may want to ensure that there are door stops to prevent damage to the walls.

**Insect Control\*.** *(Use this area to specify recommended treatment for insects peculiar to your area. Include methods and recommended frequency of treatment.)*

## **CARE OF EXTERIOR.**

**Windows\*.** Residents are usually responsible for the exterior cleaning of first floor windows only.  
*\*(Some window styles on second floors may be removable for cleaning.)*

**Crawl space\*,** basements, gutters and downspouts, pine straw on the roof, storm doors, carports, window wells, etc., *may create base-unique comments--state as needed.*

**Grounds Care.** Your assigned area of ground care is usually to midway between adjoining units, to the street, or up to about 50 feet from your dwelling. Each sponsor is expected to maintain a neat-appearing lawn. Family housing areas are periodically inspected. Inspections are based on the standards listed below. We issue discrepancy notices to residents not meeting appearance standards. Repeated discrepancies is not acceptable and could lead to termination actions.

## **INSPECTION STANDARDS FOR FAMILY HOUSING.**

*\* Adapt following items to local needs*

<b><u>ITEM</u></b>	<b><u>STANDARD</u></b>
Grass Mowing.	Mow grass as necessary to maintain a neat appearance. Grass should not exceed _____ in height.
Edging of Grass Along Sidewalk	Edge sidewalks, driveways, and roadways to maintain a neat appearance.
Grass in Cracks and Crevices.	Remove grass from cracks in sidewalks, driveways, parking spaces, and steps.
Trimming of Grass Around Foundation.	Trim grass around foundation of house, door-steps, and garage/carport.

Bushes.	Trim bushes to maintain a maximum height of _____ feet.
Carports and Porches	Maintain a neat appearance for carports and porches. While storage is limited, these areas should not be cluttered or unattractive.
Removal of Debris, Etc.	The lawn should be free of debris (paper, cans, candy wrappers, etc.). Additionally, items such as tires, plywood, or other miscellaneous items leaning against house or carport should be removed and stored.
Vehicles.	Major repairs of vehicles are not authorized in carports, driveways, parking spaces, or on the street. Do this work in the Auto Hobby Shop.
Snow and Ice Removal.	Remove snow and ice <i>*as needed*</i> from sidewalks and driveways.

You may plant flowers. Do not plant seeds or beans that are poisonous or which can be a hazard. Keep your flower beds neat and clean of weeds and grass. Any type of fence or border can be approved on a self-help work request. (See Self-Help.)

*\*Many FH residents enjoy taking special pride in maintaining their units, and the Air Force likes to recognize these special people. As part of our community inspection program from (month) to (month), the base selects "yard of the month winners." Base-wide recognition is given to the winners. BE ONE OF THE COMPETITORS.*

**WATERBEDS.** *\*(Give your base-unique rules for waterbeds in family housing.)*

**SWIMMING AND WADING POOLS.** *\*(Give your base-unique rules for pools in housing areas.)*

**TELEPHONE INSTALLATION.** *\*(Give your local policy on installation of additional telephone in housing.)*



---

### ***Section C--Fire Protection***

The fire department is responsible for instructing residents on the procedures to follow in case of fire. As the head of your household, you should instruct members of your family in fire protection.

**INSTRUCTIONS ON PREVENTION.** A member of the fire department should brief you on fire prevention instructions within 30 days after moving in.

**FIRE EVACUATION PLAN.** A home fire evacuation plan should be made with primary and alternate routes of escape. Establishing and practicing your escape plan, as a family activity, may save the life of your loved ones. The fire department should be made aware of handicapped family members.

**SMOKE DETECTORS.** An inspection of the smoke detector(s) should be performed at the initial inspection of your quarters. You are required to perform an operational test of the detector periodically, preferably once a month.

**FIRE REPORTING. IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT, TELEPHONE NUMBER \_\_\_\_\_, IMMEDIATELY. GIVE THE FIRE ALARM OPERATOR YOUR NAME, HOUSE NUMBER, AND STREET. DO NOT HANG UP UNTIL YOU ARE SURE THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ANY FIRES REGARDLESS OF SIZE.**

**GASOLINE STORAGE.** You should not store more than three gallons of flammable liquids. Flammables should never be stored in the home. Outside storage areas should be child proof.

**BARBECUE GRILLS.** Only adults should light grills and supervise their use. Grills should be kept away from building overhangs and porches and should always be kept at a reasonable distance from combustible structures.

**CLOTHES DRYERS.** Lint traps in clothes dryers should be checked and cleaned before or after each operation. Plastic articles should not be placed in dryer.

**COOKING APPLIANCES. NEVER LEAVE COOKING FOOD UNATTENDED.** Should a fire occur, cover the burning pan with a lid, turn off the appliance, and call the fire department. NEVER USE WATER ON GREASE FIRES! DON'T ATTEMPT TO MOVE THE PAN! Kitchen exhaust fan filters should be cleaned often to prevent the accumulation of grease.

**HOUSEKEEPING.** Trash should not accumulate in closets, attics, storage areas, and near any type of heater.

**POWER EQUIPMENT.** Lawn mowers and edgers should not be refueled while the motor is running. Equipment should have sufficient time to cool before refueling.

\*Additional questions on fire prevention should be directed to the base fire department.

---

### ***Section D--Security Police***

**SECURITY POLICE\*.** The installation commander is responsible for the control and safeguard of base property. Routine patrolling of the housing area is accomplished on a (local policy) basis by the security police. When notified, the security police will usually investigate any incidents. Inquiries concerning law enforcement should be directed to the security police at (phone number).

**PARKING\*.** Privately owned vehicles should be parked in authorized parking areas only. Prohibited areas are as follows:

- Next to yellow curbs.
- On grass, seeded, or dirt areas.
- Within \_\_\_\_\_ feet of a crosswalk.
- feet of a fire hydrant.

Recreational vehicles are generally prohibited from housing areas. The designated parking area for these vehicles is located at (location).

**VISITOR RECEPTION\*.** *(Give instructions necessary to allow entrance of visitors to your housing area.)*

**\*FIREARMS AND FIREWORKS.** For information on firearms in family housing, contact the security police at (phone number).

**\*CRIME STOP.** Call (phone number) for fast response to report a crime in progress.

**\*\*HOST COUNTRY JURISDICTION.** *(Describe the extent of host nation jurisdiction and add special instructions on vehicle registration, accidents, and inspections, if needed. Include pet control guidance, if applicable.)*

---

### ***Section E--Good Neighbors***

Family housing and close neighbors are synonymous. Your support and cooperation in the following areas are necessary:

**NOISE CONTROL.** Excessive noise is the primary complaint received by the Housing Office. Many residents work shifts and sleep during the day. Please be considerate.

- Parties. Many complaints can be avoided by informing neighbors prior to having the party.
- Excessive stereo and television volumes. Don't assume that your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside or outside your unit.

**CONTROL OF CHILDREN.** Do you know where your children are?

- Supervision. Your children should be closely supervised. Children under \_\_\_\_\_ years should never be left alone.
- Playground. Your neighbors' yards or streets should not be used as your child's playground. Use the playgrounds located in the housing area.

**PET CONTROL.** Pets should be leashed when outside of your home or a fenced yard. You should ensure the cleanliness of your pet's area to control and prevent vermin infestation. Feces should be collected and discarded daily. You should not let your pet become a neighborhood nuisance because of excessive barking and invading the privacy of others. Report stray pets to \_\_\_\_\_, extension \_\_\_\_\_.

**PETS.** Farm, ranch, or wild animals are prohibited. See \_\_\_\_\_ regulation for the rules governing pets maintained on base. The breeding or raising of animals in family housing for shows or commercial purposes is prohibited unless approved by the commander. Also, the operation of a commercial-type kennel is prohibited. Questions should be addressed to \_\_\_\_\_, extension \_\_\_\_\_.

**PARKING.** There is only \_\_\_\_\_ parking space(s) allocated to each housing unit due to limited space. Visitors and additional vehicles should park in unassigned available space. Be reasonable and considerate and talk to your neighbor when problems or misunderstandings occur. Do not park automobiles, motorcycles, house utility trailers, campers or boats on lawns or communal grounds in the housing area.

*\*Add base-unique rules on recreational vehicles and boat parking.*

**REPAIR WORK.** Residents may not perform major repair work on vehicles or boats in the housing area. The hobby shop may be used for this repair work. This not only maintains the desired appearance in the housing areas but also is considerate of your neighbors.

**OVERSEAS ONLY\*\*.** *(Provide guidance to residents on neighbor policy, special fees, conduct of children, and other conditions dictated by the host country.)*

---

### ***Section F--Special Climatic Situations***

*\*(This section is perhaps more individualized to local conditions than any other guidance to MFH residents. Cover warning signals, natural disasters prevalent in your area, and shelter information.)*

---

### ***Section G--Community/Residential Activities***

**LAWN, GARAGE, AND CARPORT SALES.** *\*(State your base-unique policy and rules.)*

**YARD OF THE MONTH.** *\*(Give rules and recognition plans unique to your base.)*

**HOUSING COUNCIL, BLOCK CAPTAINS, AND MONITORS, ETC. (USE LOCAL TITLES).**

*\*(Briefly describe plans, rules and instructions unique to your base. Use separate flyers or letters for details on these items.)*

**BUSINESS ENTERPRISES.** *\*Some businesses for profit may be conducted from your housing unit. Any such enterprise should be requested in writing to the installation commander through the housing office. Contact the housing office for additional information and guidance.*

**SOLICITATION IN MILITARY FAMILY HOUSING.** Solicitation, fund raising, scout activities, school sales, etc., require prior approval of the commander requested through \_\_\_\_\_ .

### ***Section H--Self-Help Work***

We authorize self-help work in family housing units if the proposed work is relatively simple and is primarily for resident benefit. Normally, a self-help project is to improve living conditions. Self-help work should not generate additional maintenance or repair costs. For example, if your home has aluminum siding covering the overhang or carport ceiling, do not drill holes, install nails, etc. in the siding for a self-help project.

**REQUESTING SELF-HELP WORK.** *\*(Adjust to fit local policy.)* Self-help work should require completion of AF Form 332, coordinated and numbered by the housing office, coordinated by the fire department, and then submitted to civil engineering customer service for approval. No work may be accomplished until this procedure has been followed and the approval received.

**(Base Unique - change, delete, or expand as needed.)\*** The following are examples of self-help work which are normally approved: Utility sheds (prefab type only), fences, antennas, screened-in porches, air-conditioner installation and anchoring, and add-on construction to mobile homes.

**Standards and Specifications.\*** The standard for each authorized self-work (fence, CB antennas, air-conditioner installation, etc.) is available at the housing office. Periodic inspections are usually accomplished while work is in progress. Inspections can be scheduled by contacting the housing facilities section, extension \_\_\_\_\_. Wiring is completed by a certified electrician.

**Painting Interior Walls.** Residents should obtain an approved AF Form 332 before painting.

**DISPOSITION OF IMPROVEMENTS.** Self-help work installed by a resident should be removed before final termination unless accepted, in writing, by the incoming resident or the Air Force. When removing self-help work, you should restore your house or area to its original configuration. You may ask your housing representative at your prefinal inspection about the removal of any self-help work. **DO NOT DO SELF-HELP WORK WITHOUT KNOWING THE STANDARD AND OBTAINING PRIOR APPROVAL.**

---

### ***Section I--Termination of Family Housing***

**GIVING NOTICE.** The best time to start thinking about moving out is when you are moving in. We require 40 days' notice of your vacating date (short notice PCS excepted). If you know you are leaving, you should not wait for orders. Call or visit us for departure arrangements. At the time you notify us, we can schedule your prefinal and final inspections. Your Housing Office can be of great assistance in your coming move. Ask about relocation assistance for family housing and community housing at your next location.

**TLA.\*\*** Ask your housing staff for details on TLA.

**PREFINAL INSPECTION.\*** This inspection is designed to assist you in preparing for your final inspection. It includes the review of check-out procedures and provides an opportunity to answer any of your questions. During the inspection, the housing representative also identifies normal maintenance to be accomplished and identifies damages above normal wear and tear. The housing representative can provide you with a cleaning checklist and can discuss your individual cleaning needs.

If you need a substitute to stand in for you at the final inspection, you should notify the housing office in advance and they can provide guidance. **THE RESPONSIBILITY FOR FINAL CLEARANCE FOR FH RESTS SOLELY WITH THE RESIDENT.**

**FINAL INSPECTION.** This is not a "white glove" inspection. The final inspection ensures that the resident has met the standards of cleanliness and identifies any additional maintenance needs. If you fail your final inspection, you should contact the housing office at extension \_\_\_\_\_ and schedule a reinspection as soon as the housing inspection schedule permits.

---

## Section J--Mobile Home Park

**RESIDENT RESPONSIBILITIES.** Mobile home park residents have basically the same responsibilities as the residents of family housing outlined in this brochure. Special considerations are:

**Utility Connections.** *\*(Give base-unique instructions on gas, electric, water, and plumbing. Tell who provides service to connect or disconnect.)*

**Tie-Downs.** Mobile home anchors and tie-downs are required at (base) and should be installed within (hours)(days) of moving on base.

**Skirting.** Owners of mobile homes should install (type) skirting completely around the unit not later than \_\_\_\_\_ days after placement on the assigned lot, weather and ground conditions permitting.

**Smoke Detectors.** Residents should equip their units with a single station, local alarm, residential-type smoke detector. An operational test of the unit is made by the housing representative on the initial in-brief inspection and noted on AF Form 227.

**Monthly Charges.** *\*(Describe billing procedures for your base and give dates the payments are required and how and where to pay. If individual meters are in use; describe meter reading and billing procedures.)*

**GOVERNMENT RESPONSIBILITY.** The repair of roads, driveways, parking aprons, and meters is government responsibility. Contact (organization) at (phone) for repair and service.

Refuse Collection.\* Collection will be on (day of week) each week.

Terminating. Your charges are paid in arrears--not in advance. Before your mobile home space can be terminated, you should provide proof to the housing office that charges are paid in full.

### USEFUL TELEPHONE NUMBERS:

Fire Department \_\_\_\_\_

Ambulance \_\_\_\_\_

Hospital Appointment Desk \_\_\_\_\_

**Emergency** \_\_\_\_\_

Crime Stop \_\_\_\_\_

Directory Assistance \_\_\_\_\_

AFB \_\_\_\_\_

Service Calls \_\_\_\_\_

**After Duty** \_\_\_\_\_

Family Housing Office \_\_\_\_\_

Please return this brochure to the housing representative during your final clearance.

EUGENE A. LUPIA, Maj General, USAF  
The Civil Engineer

## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**

#### ***References***

Executive Order 11157, *Comptroller General Decision B-159745*

Executive Order, *Comptroller General Decision B-213560*

Title 5 United States Code (U.S.A.) 5911, *Employees-Quarters (US)*, current edition

Title 5 United States Code (U.S.A.) 5912, *Employees-Quarters(Foreign)*, current edition

Title 20 United States Code (U.S.A.) 901-907, *Teachers (Schedule C, D, E, F)*, current edition

Title 37 United States Code (U.S.A.) 401, *Definitions*, current edition

Office of Management and Budget (OMB), Circular No. A-45, October 1993 (Revised)

Office of Management and Budget (OMB), Circular No. A-18, August 1967 (Revised)

DoD 1400.6, *DoD Civilian Employees in Overseas Areas*, February 1980

DoD 4165.63-M, *DoD Housing Management*, September 1993

AFR 4-20 Vol II, *Disposition of Air Force Records*

AFI 31-213, *Armed Forces Disciplinary Control Board and Off-Installation Liaison and Operations*

AFI 32-60, *Housing*

AFI 32-6001, *Family Housing Management*

AFI 32-6002, *Family Housing Planning, Programming, Design, and Construction*

AFPAM 32-6008, *Need Off-Base Housing?* (formerly AFP 30-5)

AFPAM 32-6010, *Renting in the Civilian Community*

AFI 36-2604, *Service Dates and Dates of Rank*

AFI 36-3011, *Air Force Relocation Assistance Program*

AFI 64-108, *Base Level Services Contracts, Family Housing Maintenance*

AFI 65-501, *Economic Analysis and Program Evaluation for Resource Management*

AFMAN 88-29, *Engineering Weather Data*

AFR 68-1, *Material and Property Accounting*

The Air Force Family Housing Guide for Planning, Programming, Design, and Construction

The Air Force Housing Economic Analysis Guidance Manual

The Air Force Housing Market Analysis Guidance Manual

#### ***Abbreviations and Acronyms***

**AF**—Air Force (as used on forms)



**AFB**—Air Force Base  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFM**—Air Force Manual (old designation)  
**AFMAN**—Air Force Manual (new designation)  
**AFPAM**—Air Force Pamphlet (new designation)  
**AFR**—Air Force Regulation  
**BAQ**—Basic Allowance for Quarters  
**BCE**—Base Civil Engineer  
**Comp Gen**—Comptroller General  
**CONUS**—Continental United States  
**CPO**—Civilian Personnel Office  
**DAO**—Defense Accounting Office  
**DD**—Department of Defense (as used on forms)  
**DDCONUS**—Date of Departure from the continental United States  
**DEROS**—Date of Return from Overseas  
**DoD**—Department of Defense  
**E.O.**—Executive Order  
**FH**—Family Housing  
**FY**—Fiscal Year  
**HHG**—Household Goods  
**HMA**—Housing Market Analysis  
**HQ USAF**—Headquarters United States Air Force, Washington DC  
**HQ USAF/CEH**—Headquarters United States Air Force, Civil Engineering-Housing  
**JFTR**—Joint Federal Travel Regulation  
**LQA**—Living Quarters Allowance  
**MAJCOM**—Major Command  
**NCO**—Noncommissioned Officer  
**OHA**—Overseas Housing Allowance  
**OMB**—Office of Management and Budget  
**OPR**—Office of Primary Responsibility  
**O/S**—Overseas

**PCS**—Permanent Change of Station

**TDY**—Temporary Duty

**TLA**—Temporary Lodging Allowance

**UDR**—Unaccompanied Dependent Restricted Tour

**U.S.C.**—United States Code

**VHA**—Variable Housing Allowance

### ***Terms***

**Abuse**—Deliberate unauthorized use of government property or willful misconduct (damage).

**Basic Allowance for Quarters (BAQ)**—An amount of money set by law which a member may be entitled to according to their status. There are two BAQ rates:

- With dependent rate--An allowance given to defray the cost of housing for the member and his or her family members when government quarters are not available.
- Without dependent rate--An allowance given to single members to defray the cost of housing when government quarters are not available.

**Civilian Employees**—US civilian federal employees paid from DoD appropriated or non-appropriated funds.

**Command-Sponsored Dependent**—A dependent entitled to travel to overseas commands at government expense and endorsed by the appropriate military commander to be present in a dependent's status.

**Community Area**—That area which is within a 1-hour commute by a privately owned vehicle during rush hour and no further than 30 miles from the installation or within other limits to satisfy mission requirements.

**Commuting Distance**—The distance from the installation which can normally be traveled by a person during rush hour traffic in 1 hour or less. Or, within other limits set by the installation commander based on military necessity.

**Complainant**—A military member of an armed force (or authorized dependent designated by the military member) or a civilian employee of DoD (or authorized dependent designated by the civilian employee) who submits a complaint of discrimination.

**Consecutive Overseas Tour (COT)**—Consecutive reassignment to another overseas tour without a permanent change of station (PCS) return to CONUS.

**Continental United States (CONUS)**—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

**Conversion**—Permanent change in use of government facilities that may change category code on real property inventory or combine government quarters.

**Dependent**—The term "dependent" with respect to member of a uniformed service, means the following people:

- The spouse of the member.

-An unmarried child of the member who:

-- Is under 21 years of age;

-- Is incapable of self-support because of mental or physical incapacity and is in fact dependent on the member for more than one-half of the child's support or

-- Is under 23 years of age, is enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned for the purposes of this subparagraph, and is in fact dependent on the member for more than one-half of the child's support.

- A parent of the member if:

-- The parent is in fact dependent on the member for more than one-half of the parent's support;

-- The parent has been so dependent over a period prescribed by the Secretary concerned or became so dependent due to a change of circumstances arising after the member entered on active duty; and

-- The dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations by the Secretary concerned.

Other Family Relationship Definitions.

-- The term "child" includes:

--- A stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);

--- An adopted child of the member, including a child placed in the home of the member by a placement agency for the purpose of adoption; and

--- An illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.

-- The term "parent" means:

--- A natural parent of the member;

--- A stepparent of the member;

--- A parent of the member by adoption;

--- A parent, stepparent, or adopted parent of the spouse of the member; and

--- Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

**Discrimination**—An act, policy, or procedure that arbitrarily denies equal treatment in housing because of race, color, religion, sex, national origin, age, handicap, or familial status to an individual or group of individuals.

**Dislocation Allowance (DLA)**—An amount of money equal to 1 month's BAQ at the rate set for a member's grade and family member status. Authorized when a member goes PCS and is not assigned to permanent government quarters within 60 days after arrival at the new duty station.

**Diversions**—Temporary use of government facilities for other than designated use. Does not change category code on real property inventory.

**Eligible Civilian Employees**—

-Within CONUS--A US civilian employee who is the incumbent of a designated key or essential position and, therefore, is required by the commander to reside on base as a condition of employment.

-In US Overseas and Foreign Areas--A US civilian employee recruited from CONUS on a transportation agreement (or recruited locally under an employment agreement) who is entitled to travel or return to CONUS at government expense and is:

--- Authorized to be joined or accompanied by command-sponsored dependents.

--- Authorized to be assigned to FH according to Chapter 2.

--- Authorized civilian Living Quarters Allowance (LQA).

**Eligible Military Personnel**—All members of the military service who are commissioned officers, warrant officers, and enlisted personnel in pay grades E-1 and above. Further, they are on active duty and eligible for BAQ at the with dependents rate (except military married to military) and be accompanied by dependents. In overseas areas, eligible personnel, as described above, serving the accompanied tour for the area and authorized to be joined or accompanied by command-sponsored dependents.

**Essential Personnel**—Military and civilian personnel required by the installation commander to reside on the installation because of military necessity and operational considerations.

**Excess Family Housing**—Adequate FH which, on a forecast basis, is not needed for personnel assigned or attached to the particular installation for family housing support.

**Facility**—A single or multiunit housing facility, to include rental or sale property, available as primary source of housing within the normal commuting area.

Foreign Areas--Areas outside:

- The 50 United States.
- The Commonwealth of Puerto Rico, US possessions and territories.

**Government Quarters**—Family and unaccompanied housing units that DoD owns, leases, obtains by permit, or otherwise acquires.

**Gross Negligence**—An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

**Hardships**—Unique and unusual circumstances that, in the commander's judgment, impose an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

**Homeowners Assistance Program (HAP)**—Program authorized by law to assist eligible homeowners who, through no fault of their own, face a financial loss when selling their home in an area where real estate values have declined because of a Base Closure or Realignment.

**Inadequate Quarters**—Quarters that do not meet the minimum adequacy standards.

**Installation Commander**—The individual responsible for all operations performed by an installation.

**Involuntarily Separated Personnel**—Unaccompanied service member who has family members but qualifies for permanent (rather than space available) occupancy of FH because either or both of the following apply: family housing is not programmable for the member regardless of desire to be accompanied; or member is assigned to a location not in CONUS, Alaska, or Hawaii.

**Key or Essential Personnel**—Military personnel and civilian employees who are the incumbents of designated and approved key or essential positions and are, therefore, required to reside in FH as a matter of military necessity.

**Large Installation**—An Air Force installation having 500 or more military personnel assigned.

**Lease Points**—Number of units authorized to be leased, i.e., 300 lease points means 300 units may be leased.

**Living Quarters Allowance (LQA)**—An amount of money paid eligible civilian employees for allowable costs of off-base quarters in overseas areas, if adequate government quarters are not assigned or made available.

**Local Area**—The area within 1 hour's driving time of an individual's duty station (one way at rush hour).

**Military Necessity**—Military considerations that, in the installation commander's judgment, require an individual to live in government-owned or controlled quarters for completion of essential duties that may not be deferred or scheduled for normal duty hours. When military necessity is invoked by an installation commander for purposes of assigning personnel to government housing, the nature and the reasons for the military necessity should be specified. Conservation of BAQ or other funds is not a basis for a determination of military necessity.

**Minority**—Any person classified as black (not of Hispanic origin), Hispanic, Asian or Pacific Islander, or Alaskan native.

**Move in Housing Allowance (MIHA)**—Provided to cover the cost of any necessary alterations, repairs, and additions to foreign rental units to provide adequate living accommodations.

**Negligence**—The failure to act as a reasonably prudent person would act under similar circumstances.

**Overseas Area**—All locations, including Alaska and Hawaii, outside the continental United States.

**Overseas Housing Allowance (OHA)**—An allowance (in addition to the member's BAQ) to which a service member who resides on the local economy overseas may be entitled. The amount of OHA is determined by the service member's grade, number of family members sharing quarters, and the rent or utilities ceiling.

**Permanent Party Personnel**—Personnel assigned or attached to an installation in a PCS status.

**Quarters**—All living accommodations.

**Restrictive Sanctions**—The action taken by a commander to prevent DoD personnel from residing in or entering into a new lease or purchase agreement with an owner, agent, or manager of a housing facility who has been found to have discriminated against DoD personnel. Restrictive sanctions are effective against the agent and the facility.

**Seniority**—Relative positions of members, based on grade, date of rank, length of service, and date of birth.

**Small Installation**—An Air Force installation or activity having 499 or less military personnel assigned. The functional responsibilities of small installations are different, according to size:

- Those having from 100 to 499 personnel assigned.
- Those having less than 100 military personnel assigned.

**Substandard Housing**—Inadequate family housing, designated as such by Congress in 1975 because of physical conditions. Occupants in substandard housing forfeit only 75 percent of their Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA) or Overseas Housing Allowance (OHA).

**Unaccompanied Dependent Restricted Tour (UDR)**—Member is assigned to an overseas tour where dependents are restricted from accompanying the member (at government expense).

**Variable Housing Allowance (VHA)**—An entitlement payable to uniformed service members who reside in high-cost areas within the 50 United States and who are authorized to receive BAQ.

**Verifier**—Volunteers used by the commander during the course of a housing discrimination investigation to determine if, in fact, housing discrimination is being practiced as alleged. Verifiers are not required to be prospective tenants.

**Willful Misconduct**—Intentional damage, destruction, or loss of government property.

## Attachment 2

### HOUSING OF CIVILIAN PERSONNEL

**A2.1. Basic Housing Concept for Civilian Employees.** Commanders should provide housing to eligible civilian employees under the following conditions and circumstances:

- When necessary for key or mission essential employees or required as a condition of employment (5 U.S.C. 5911; 5 U.S.C. 5912; and OMB Circular A-18).
- In overseas areas when appropriate and adequate housing, support services and facilities do not exist, are not readily available within the private community, or may not be used without restrictions (DoD Directive 1400.6).
- When housing is excess to the needs of the military personnel assigned, attached to the installation or in the area (5 U.S.C. 5911).

**A2.2. Eligibility.** Housing managers establish procedures with the local civilian personnel office (CPO) to verify a civilian employee's eligibility. Eligibility for housing is limited to 5 consecutive years' occupancy at any given location (except for key or mission essential civilian employees) and the pro-rata share for the installation has been reached. When husband and wife both work for DoD components at the same or adjacent installations and both meet eligibility criteria, they jointly decide whose "eligibility" to use, but may not apply at both installations. A comparison of military and civilian grades can be found in **Table A2.1**.

**A2.3. Pro-Rata Distribution of Family Housing.** The pro-rata distribution is based on total population of eligible military personnel combined with eligible civilian employees, without regard to housing categories or the size of the units (number of bedrooms) required. In computing the pro-rata share, civilians residing in housing are counted as eligible regardless of how long they resided in housing. However, civilians who have terminated housing occupancy as a result of the 5-year rule and those who have been served notice of termination, but are still residing in housing pending their physical relocation from housing as a result of the 5-year rule, are not counted as eligible civilians. Use of the following formula for the pro-rata share computation is recommended.

$$\frac{\text{Eligible Civilians}}{\text{Total Eligible (Military and Civilian)}} \times \text{Housing Assets} = \text{Pro-Rata Share}$$

In determining the number of housing assets, exclude quarters set aside for command, key and mission essential positions. Incumbents of those positions are excluded from the total personnel count.

**A2.4. Waiting Lists.** Key or mission essential civilian employees not immediately assigned to housing and other eligible employees should be placed on an appropriate housing waiting list.

**A2.5. Mandatory Termination.** When there is a waiting list and the pro-rata share has been reached, termination notices are issued (60 days prior) to civilians who have occupied housing for over 5 years (exclusive of key or mission essential personnel). Installations where civilians were previously allowed to apply for or occupy housing, may (at the discretion of the installation commander) require civilians to terminate quarters occupied 5 years or longer. This provision could be invoked if:

- The community housing situation has changed so as to now be adequate or sufficient to house civilians, or
- Government housing is needed to fulfill requirements of eligible military personnel.

**A2.6. Rental Charges.** Within the United States and US overseas locations, civilian employees assigned and occupying housing are required to pay a fair market rental charge for such housing, including heat, electricity, fuel, furniture, and other services provided (5 U.S.C. 5911 and OMB Circular A-45). In foreign areas, US civilian employees who are eligible to draw LQA may be assigned and occupy housing instead of drawing their Living Quarters Allowance (LQA).



**Table A2.1. Civilian Grade Group.**

<b>Military Grade Group</b>	<b>Senior Executive Service</b>	<b>Merit Pay Employee</b>	<b>General Schedule</b>	<b>Teachers (Schedule C, D, E, F) (20 U.S.C. 901-907)</b>	<b>Wage System</b>
O-7 thru O-10	SES-1 thru SES-6	--	GS-16 thru GS-18	--	--
O-6	--	GM-15	GS-15	--	--
O-5	--	GM-13 and GM-14	GS-13 thru GS-14	--	WS-14 thru WS-19 WL-15 and Production Support Equivalents
O-4	--	--	GS-12	Steps 11 and above	
O-3	--	--	GS-10 and GS-11	Steps 1 thru 10	WS-8 thru WS-13
O-2 W-3 and W-4	--	--	GS-8 and GS-9	Class I Steps 3 and 4	WL-6 thru WL-14 WG-12 thru WG-15 and Production
O-1 W-1 and W-2	--	--	GS-7	Class I Steps 1 and 2	Support Equivalents
E-7 thru E-9	--	--	GS-6	--	WS-1 thru WS-7 WL-1 thru WL-5
E-5 and E-6	--	--	GS-5	--	WG-9 thru WG-11
E-4	--	--	GS-4	--	--
E-1 thru E-3	--	--	GS-1 thru GS-3	--	WG-1 thru WG-8

**A2.7. Red Cross Personnel.** The installation commander may assign family housing under the following conditions:

A2.7.1. In the United States, its territories and possessions, Red Cross personnel (or the Red Cross) pay an appraised rental amount based on the rates charged for comparable private rental housing in the adjacent area.

A2.7.2. Elsewhere, they are furnished housing on the same basis as civilian employees.

## Attachment 3

### HOMEOWNERS ASSISTANCE PROGRAM DOD POLICY AND CRITERIA

**A3.1. Closure or Reduction Termination.** A closure or reduction action, as contemplated by the Act, is defined as a publicly announced action by the Department of Defense or by a component thereof, at headquarters or local level, which:

A3.1.1. Subsequent to 1 November 1964, involves the complete or partial closing of a military base or installation.

A3.1.2. Effective 28 October 1969, involves the reduction in the scope of operations at a military base or installation.

A3.1.3. *Note: If there is a question as to whether the action is a closure or reduction action within the meaning of the Act, the matter may be resolved in favor of the applicant.*

**A3.2. Base Closure Action "In Whole."** A base closure "in whole" is defined as an action announced publicly by the Department of Defense or by a component thereof, after 1 November 1964, which involves one of the following:

A3.2.1. The complete closing of a military base or installation.

A3.2.2. The termination of all existing functions (other than caretaker) at a military base or installation.

**A3.3. Base Closure Action "In Part."** A base closure "in part" is defined as an action announced publicly by the Department of Defense or by a component thereof, after 1 November 1964, which involves one of the following:

A3.3.1. The termination of a separate and distinct mission or function at a military base or installation.

A3.3.2. The permanent relocation of a military unit from an installation, other than from an installation which includes in its basic mission the support or "homeporting" of various military units, and historically has experienced repeated and sharp fluctuations in aggregate personnel strength.

A3.3.3. In addition to the above, there must be one of the following:

- The permanent or indefinite closing of all or part of the physical plant at a military base or installation.
- A change in use from one Defense component to another of all or part of the physical plant at a military base or installation, coupled with a significant drop in personnel for a period of six months or more.
- A change in use from one mission or function to another, of all or part of the physical plant at a military base or installation, coupled with a significant drop in personnel for a period of six months or more. A significant drop in personnel is considered as occurring where the aggregate of Federal personnel (military and civilian) displaced in consequence of the announced closure was a significant part (1 percent or more) of the total area employment at the time of the announcement.

**A3.4. Reduction in the Scope of Operations.** A reduction in the scope of operations is defined as an action publicly announced by the Department of Defense or by a component thereof on or after 28 October 1969 which involves the elimination of military or Federal civilian personnel from a military base or installation and yet does not necessarily involve, as in the case of a closure action, the termination of any mission or function, the permanent relocation of any military unit, or the permanent closing of all or part of the physical plant.

**A3.5. Eligibility - Service or Employment Certification.** Upon a determination that the applicant was involved in a base closure or reduction action, the Division/District will ascertain that the housing manager has properly certified the application as to service or employment. If the application is incomplete, timely action will be taken to return it to the housing manager for proper completion, prior to the further processing thereof. If the certification is satisfactory, the application will be checked for compliance with the other requirements of the Act.

**A3.6. Any Property Improved With a One or Two-Family Dwelling.**

A3.6.1. The applicant must be or have been the owner of one- or two-family dwelling situated at or near the military base or bases announced for closure or reduction. A one- or two-family dwelling which is located on a farm or on other large acreage would include only such land as would reasonably constitute a residential property within the area. Land owned by the applicant which does not adjoin his or her residence normally will not be considered a part of the residential premises. Whether an additionally adjoining lot should be included as part of the residential premises will depend on whether it is, in fact, a part of the residential premises and was used as such, and whether it can be severed readily and can be disposed of economically without disproportionately affecting the disposal of the residential premises. The method generally used within the area for selling and purchasing residential premises will be considered. Notwithstanding the foregoing, the applicant should not be left with a lot which is less than the size required for a home, similar to those in the area, or which would be considered unmarketable except as part of the adjoining residence. These are judgment factors to be determined and applied to individual cases by the Division/District.

A3.6.2. To qualify for consideration, the property must include a dwelling unit which constitutes an improvement in the usual sense as of the date of the closure or reduction action announcement. It must be, or have been, an integral part of the property. Individual apartments in condominium or cooperative ownership may qualify. Generally, trailers would not qualify; however, trailers would qualify if demounted and permanently attached to owned land or land held under a long-term lease. The Act refers to "any property improved with a one- or two-family dwelling," therefore, property would include land as well as improvements.

A3.6.3. Where the Division/District determines that the improvements on the property (in connection with which a qualified applicant has filed an application) have been damaged after the closure or reduction action announcement to the extent of 75% or more or have been destroyed by fire, flood, and/or other like casualty, the applicant will be entitled to benefits only on the basis of a private sale. The Government will not purchase the applicant's land. In such event, his or her benefits will be computed as follows:

- Find the prior value of the land and improvements in the undamaged condition.
- Find the current value of the land and improvements in the undamaged condition.

- Multiply the prior value by 95% and deduct the current value; this will be the amount of benefits to be paid to the applicant.

A3.6.4. Where the Division/District determines that the improvements have been damaged after the closure or reduction action announcement to the extent of 25% or less by fire, flood, and/or other like casualty, the applicant will be notified that he or she may elect to receive benefits on the basis of a private sale, as computed above, or may sell the property to the Government on the following basis: Multiply the prior value above by 90% and deduct the amount of percent of damage calculated on the current value in the undamaged condition.

A3.6.5. Where the Division/District determines that the improvements have been damaged after the closure or reduction action announcement by fire, flood, and/or like casualty more than 25% but less than 75%, the applicant will be notified that he may receive benefits on the basis of a private sale, as computed above, but that the purchase of his property by the Government, the Division/District will make appropriate recommendations and include information from the Regional Office of the Federal Housing Administration (FHA) as to whether the property would be acceptable for sale. If the FHA will not accept the property, the Division/District should include a disposal plan.

**A3.7. Location of Property "at or near" the Installation.** A property within 20 miles of an installation will be considered to be "at or near" that installation. Properties at a greater distance will be considered to be "at or near" provided that the applicant actually lived in the property and commuted daily to his or her place of work at the installation during the period immediately prior to transfer from the installation, or during the period immediately prior to being ordered into on-post housing.

**A3.8. Termination as a Result of Closure or Reduction Action.** The applicant must meet one of the eligibility requirements set forth in paragraphs A3.8.1. or A3.8.2.

A3.8.1. Must be a non-temporary Federal employee whose employment at, or in connection with, the base, has been, or will be, terminated as a result of the closure or reduction action.

A3.8.2. Must be a serviceman whose service at, or in connection with, the base has been, or will be, terminated as a result of the closure or reduction action.

A3.8.3. An applicant's employment or service at the base or installation which has been ordered to be closed or reduced must be or have been terminated as a consequence of the closure or reduction action. An applicant may be considered as having their employment or service terminated as a consequence of the closure or reduction action if they are eligible under the other requirements of the Act and if:

A3.8.3.1. Subsequent to public announcement of the closure action, or within 6 months prior to it:

- They elect to retire.
- They elect to re-enlist in the military service.
- They voluntarily resign from a position which will be abolished.
- They are transferred and their position or assignment is scheduled for eventual termination as a result of the closure or reduction action.
- They elect to accept other employment in lieu of transfer at a location beyond normal commuting distance.

A3.8.3.2. They are transferred overseas unaccompanied by dependents within 15 months prior to public announcement of the closure or reduction action.

**A3.9. Time of Employment or Service at Base.** Applicant must meet one of the qualifications set forth in paragraphs A3.9.1., A3.9.2., or A3.9.3.

A3.9.1. Must be or have been a servicemember or Federal employee assigned to or employed at, or in connection with, the installation or activity at the time of the public announcement of the closure or reduction action.

A3.9.2. Must be or have been a servicemember or Federal employee who transferred from such installation or activity, or who has terminated as an employee as a result of reduction-in-force within 6 months prior to the public announcement of the closure or reduction action.

A3.9.3. Must be or have been a servicemember or Federal employee transferred from the base on an unaccompanied overseas tour within 15 months prior to the public announcement of the closure or reduction action.

**A3.10. Owner/Occupant.** The applicant must meet one of the requirements set forth in paragraphs A3.10.1. or A3.10.2.

A3.10.1. Must be or have been a servicemember or Federal employee who was the owner-occupant of the dwelling at the time of the public announcement of the closure or reduction action; or at the time of transfer or termination as a result of a reduction-in-force within 6 months prior to the said public announcement; or at the time of transfer from the installation on an overseas tour unaccompanied by dependents within 15 months prior to the said public announcement.

A3.10.2. Must be or have been a servicemember or Federal employee who vacated the owned dwelling as a result of having been ordered into on-post housing during a 6-month period prior to the closure or reduction action announcement.

A3.10.3. A servicemember or Federal employee may be considered an owner of property without regard to the technical form or description by which an ownership interest is evidenced, provided that, consistent with local practices and procedures, the applicant can be shown substantially to have the rights and duties of a person with an ownership interest in the property. Depending on relevant circumstances, for example, an applicant may be eligible who holds title to long-term ground lease rather than to the fee or who is the buyer under a long-term executory purchase contract; but one whose interest is that of mere security holder, whether by mortgage, deed of trust, or otherwise, shall not be eligible. An applicant may be eligible notwithstanding that title or other ownership interest is in the joint or exclusive name of a spouse. A servicemember or Federal employee who was the owner of a dwelling may be considered to have been the occupant although he or she was temporarily absent from it, if the temporary absence was for a valid governmental purpose, such as temporary duty, and he or she would have returned to the house except for the closure or reduction action.

**A3.11. Relocation or Financial Hardship.** Applicant must meet one of the requirements set forth in paragraphs A3.11.1. or A3.11.2.

A3.11.1. Must be or have been a servicemember or Federal employee who, as a consequence of the closure or reduction action, was required to relocate because of a military transfer or because of the acceptance of employment beyond a normal commuting distance from the base. For purposes of sat-

isfying this requirement, the applicant must be relocated to a new place of service or employment which is more than 20 miles from the dwelling to which assistance is sought and further from the dwelling in terms of commuting time than the base or installation announced for closure or reduction.

A3.11.2. Must be a servicemember or Federal employee who, as a consequence of the closure or reduction action, is unemployed, not as a matter of personal choice, and who is able to demonstrate such financial hardship that he or she is unable to meet their mortgage payments and related expenses. Financial hardship due to being unemployed in the area of the closed installation is a determination that must be made by the Division/District where the applicant is unemployed not as a matter of personal choice and as a result of base closure. The applicant may be considered so unemployed even though offered, prior to termination, a comparable position at another location beyond normal commuting distance. In support of the hardship allegation, the applicant is required to state why employment is not available or has not been accepted, the amount and frequency of all income, nature of amounts of debts, and number and amount of all installment payments, including mortgage payments in arrears. Where current income for a period of 90 days next preceding the date of application is less than the current enforceable obligations against the applicant, including the payment, it may be determined that unemployment and financial hardship, as required by the Act, has been established. It is pointed out that this determination is to be based upon the relationship between income and obligations. The financial worth of the applicant need not be taken into account. In making the hardship determination, doubtful cases should be resolved in favor of the applicant.

### **A3.12. Qualifying.**

A3.12.1. In the event an applicant fails to meet any of the essential requirements of the program as set forth in the preceding paragraphs, there will be no further action taken on the application except to notify the applicant in writing of this fact and to advise them of their rights to appeal.

A3.12.2. Where the applicant fails to meet any of the essential requirements of the preceding paragraphs, action with respect to the application will be taken as hereinafter set forth.

**A3.13. Housing Market Area.** The housing market area is defined as an area in which dwelling units are in competition based on available transportation facilities, local commuting habits and preferences, and the pattern of urban development, taking into account the location of the homes of the employees affected by the closure or reduction action.

**A3.14. Market Impact Zone.** The market impact zone is defined as a residential district or subdivision within the market area or a category of homes by prices which is sufficiently impacted by a base closure action to enable homeowners to qualify for assistance. Such a zone could be the area contained within a circle surrounding the base, the radius of which is the distance between the base and the applicant's property. It is recognized that in many cases only a portion of a market area, or homes in a certain price bracket will be significantly affected by a base closure action.

### **A3.15. Determination of Economic Impact.**

A3.15.1. A basic requirement of the Act is that there be no present market for sale of the applicant's property upon reasonable terms and conditions, as a result of the actual or pending closing of the base or installation in whole or in part, or as a result of the reduction in the scope of such action and other similar actions in the same housing market area or market impact zone. It is basic to this provision of

the Act that there be a causal relationship between the lack of a market for the sale of a home upon reasonable terms and conditions, and the actual or pending closure or reduction action(s). Where The Division/District determines that the lack of a market for the sale of a home upon reasonable terms and conditions is the result of the actual or pending closure or reduction action(s), there is no need to make further determinations such as the relationship between the number of Federal personnel spaces displaced and the total area employment. Where, however, the Division/District is unable to establish a clear causal relationship between a closure or reduction action(s) and a decline in value, it will be determined that the decline in market values is the result of the actual or pending closing of the base or installation where the decline took place subsequent to the closure or reduction action(s) and where the aggregate of Federal personnel spaces (military and civilian) displaced in consequence of the announced closure or reduction action(s) was a significant part (1 percent or more) of the total area employment at the time of the announcement. Division/District will consider total declines in market values without attempting to ascertain what portion of such declines are attributable to factors other than closure or reduction action(s). The area involved in the term "total area employment" should be determined by the Division/District. As a general guideline, the total employment area might be considered to be an area bounded by points representing the average distance traveled by the majority of employees commuting to work at the base. Such distance should in no case exceed 20 miles.

A3.15.2. Under guidelines furnished by the Office, Secretary of Defense, there will be considered to be compliance with Section 1013(a)(3) of the Act if:

- Subsequent to the closure or reduction action announcement there is a decline in market values of 5 percent or more within the market area or within the market impact zone as to properties within that zone, based on findings of a Federal agency, a special market survey, or a pattern of area appraisals. Individual real property appraisals will suffice pending establishment of an area pattern or other valid evidence.
- As to any particular property, the applicant is unable to dispose of his property to a responsible purchaser for the amount of the outstanding mortgages, after reasonable efforts to do so. In such case, the applicant must show evidence of efforts to sell privately. Such evidence may include such things as newspaper advertisements and listing with brokers. Where, however, a property is mortgaged immediately prior to the announcement in a sum in excess of prior fair market value, failure to dispose of the property for the aggregate of the mortgage debt will not provide a basis for determining that there is no market upon reasonable terms and conditions as to that property.

A3.15.3. In addition to the bullet above, if the causal relationship to the base closure can be shown, there will be considered to be compliance with the requirement of Section 1013(a)(3) of the Act if:

- As to a particular property, the applicant is unable to sell his or her property after reasonable efforts to do so and the said property is foreclosed.
- As to a particular property, the applicant, after reasonable effort has not been able to sell his or her home and is willing to convey this property to the Government for 85 percent of its prior value.
- There is a determination by OCE that because of the peculiar circumstances of the case there is considered to be a lack of market for the sale of the applicants' homes as a result of the closure or reduction action(s). An example of such a case would be where a group of homes larger than the local market can absorb in a reasonable length of time has been placed on the market, resulting in a stagnant market, thereby distorting the normal appraisal techniques of

estimating value through comparable sales and leaving the homeowner with little choice than to retain his or her home or to sell to a speculator. Where such a situation is encountered, Division/District Engineers should take prompt action to report the matter OCE with applicable comments and recommendations.

A3.15.4. In the event the Division/District, after analyzing all market data and the appraisals covering the initial applications received, determines that the requirements of Section 1013(a)(3) of the Act have not been met and plans to deny all applications on the basis of no impact in a housing market area, the Division/District will submit findings and recommendations to OCE for review prior to taking any action thereon.

### **A3.16. Applications Files Requesting Government Purchase Before Impact is Known.**

A3.16.1. Closure or reduction action announcements often contain items with imminent action dates. Many applicants will be faced with a shortage of time between notice of termination of their service or employment and their relocation. A problem may arise with respect to HAP applications where the Government is required to buy the applicant's home soon after a closure or reduction action is announced and, at the time of the filing of the application, there is no evidence of adverse real estate market impact as a result of the closure or reduction action. In such a case, the application cannot be approved until it can be ascertained that as a result of the closure or reduction action there is "no market for the sale of the applicant's dwelling upon reasonable terms and conditions." Potential applicants should be advised that in the early stages of a closure or reduction action, the impact on the housing market maybe very slow in appearing. Indicators, such as sales prices, increased inventory and decrease in sales, may be inconclusive for some time as to whether there is a depressed or stagnant market. The applicant's experience in trying to sell his or her property may be the best early indication of the lack of a market. In briefing sessions or other early contact with the potential applicants at the installation, they should be urged to make a bona fide effort to sell their properties, as the record of such sales efforts will help to measure the state of the market and satisfy one of the statutory prerequisites for purchase by the Government.

Until there is evidence of an adverse impact, or a stagnant real estate market, the applicant must be advised that the Government cannot acquire the dwelling.

A3.16.2. An applicant who decides to appeal within 180 days after they are notified that their application has been denied because of no impact faces the possibility that the market may not change within the time required for consideration of their appeal and that their appeal will, therefore, have to be denied. In view of the fact that there may be an impacted real estate market at a later date as a result of the closure or reduction action, the applicant should be given the opportunity to appeal or to withdraw their application without prejudice to their rights to resubmit it at a later date. If the applicant does not respond within the 180-day period or if the applicant should appeal and be denied, Division/District may make recommendations to OCE on an individual case basis for reopening such cases in the event there is a later adverse impact on the market which might result in favorable action in the applicant's case.

**A3.17. Determination of Fair Market Value (FMV).** The Act requires that determinations be made of the fair market value (FMV) of applicants' homes as of a date prior to the announcement and in many cases at the time of sale. The Division/District will make determinations of FMV using the real estate



appraisal report, FHA and VA loan commitment documents and any pertinent information contained in the record which relates to the value of the applicant's property:

A3.17.1. The FMV prior to the public announcement will be determined as of a date immediately prior to the announcement, or as close to the announcement as such value can be reasonably determined. However, if it is established that the imminent closure of the base was known to the public prior to the official announcement, the applicant should not be penalized for the resultant downward trend of real property values between the time of the actual public knowledge of the closing and the time of the official announcement.

A3.17.2. If the applicant has made a reasonable effort to sell his or her property within the time frame allotted to him or her by the circumstances of the transfer and relocation and there are no cogent reasons to believe that the transaction misrepresents the fair market value of the applicant's property at the time of the transaction, then the sales price should be used as the "after" value. The applicant should be given the advantage of any reasonable doubt. Although the sales price normally will be used as the "after" value, it must be recognized that some applicants may make poor bargains and sell their homes at prices substantially below the current market value for comparable properties. Since it is not intended under this program to provide compensation for losses occasioned by failure to obtain the current market price, such an applicant's benefit may have to be determined on an "after" value greater than the sale price. When this is done, the record should contain cogent reasons in support of the "after" value.

#### **A3.18. Benefits - Foreclosure.**

A3.18.1. Cases where foreclosure actions were commenced after 3 March 1967 and were previously treated as private sales because of the time limitation set forth in Section 1013(c) of the Act.

A3.18.2. This time limitation was deleted in the amendment of the Act by P. L. 91-142 (83 Stat. 293, 313) and foreclosure actions commenced after 3 March 1967 may now be treated as foreclosures or as prior sales; however, where the applicant has sold the property and final settlement has been made on the basis of the actual sale, the case may not be reopened in the event of a subsequent foreclosure.

## **Attachment 4**

### **SUBJECT INDEX**

This index is organized alphabetically by topic and subtopic. Paragraph numbers identify topics and subtopics.

#### **-A-**

AF Form. See Forms.

AFI 64-108, 1.34.2

AFPAM 32-6008, 1.25.6

AFPAM 32-6010, 1.25.6

Applications, for family housing

Advance, 1.1

Base closure transition personnel, 1.5

Effective date. See effective date.

Mobile home space, 2.3

Overseas areas, 1.4

Within CONUS, 1.2

Availability Statements. See Forms - DD Form 1747

#### **-B-**

Base Closure

DD Form 1607, table 6.1

Initial notification, 1.31

Basic Allowance for Quarters (BAQ), with Variable Housing/Overseas Housing Allowance

Assignment to FH, 1.15, 3.1.1, table 1.1

BAQ Eligibility, 3.1

Death of member, 1.21.3

Effective date of assignment, 3.1.2

Equivalent Charge Rates, table 1.1, 1.10.4, 1.20.13, 1.21.2, 1.21.3

Member incarcerated/jailed, 1.20.2

Member in missing status, 1.20.1

Military members married to military, table 1.4, 3.1.1.1

Pregnant members, 1.9.7

Reimbursement of Air Force FH Account, 3.3

Termination of FH, 1.21, 1.22, 3.1.3

#### Bedroom entitlements

By grade, 1.12, table 1.2

By family size, table 1.3

#### **-C-**

#### Civilian employees

Assignment to housing, table 1.1, attachment 2

Civilian Living Quarters Allowance (LQA), 3.2

Rental charges, attachment 2

Household Goods Storage, 1.18.1

#### **-D-**

Discrimination, housing, 1.30

DD Forms. See Forms.

#### **-E-**

Economic Analysis (EA), 4.4

#### Effective dates, of applications

In overseas areas, 1.4

PCS from a UDR tour, 1.3

Within CONUS, 1.2

#### **-F-**

#### Family members

Joint Custody, 1.12.5

Qualifying family members, 1.12.6, attachment 2

#### Forms

AF Form 103, 2.6.2, table 6.1

AF Form 150, 3.5, table 6.1

AF Form 227, 1.14, 1.32, 1.32.1, table 6.1, chapter 7 (section A)

AF Form 228, 1.14, 1.32, 1.32.1, table 6.1

AF Form 332, table 6.1, chapter 7 (section H)

AF Form 594, 3.1.1, 1.22.2.1, 3.1.1.1, 3.1.1.2, 3.1.2.2. 3.1.3, table 6.1

AF Form 1326, 1.14, table 6.1, 6.2

AF Form 1327, table 6.1, 6.3

AF Form 1466, 1.20.11

AF Form 1505, 2.3.1, 2.5.4, table 6.1

AF Form 3505, 1.14, 1.31.1, table 6.1

AF Form 3506, 1.14, table 6.1

DD Form 114, 3.1.1.2

DD Form 137, 3.1.1.2

DD Form 139, 1.32.3, 3.6.3, table 6.1

DD Form 1410, table 6.1, 6.4

DD Form 1411, table 6.1, 6.4

DD Form 1607, table 6.1

DD Form 1746, 1.1, table 6.1

DD Form 1747, 1.7, 1.31.3.2, table 6.1

Freeze zones, 1.9

## **-H-**

Hardship, 1.13.2, 1.14.2, 1.17, 1.20.7, 1.20.12.7, 1.21.2

Housing Community Plan (HCP), 4.2

Housing Market Analysis (HMA), 4.1

Housing Requirements Assessment (HRA), 4.3

Household Goods storage (HHGs), 1.18, 3.5

## **-I-**

Inspections, 1.28, 1.32

Final, 1.32.3

Initial, 1.32.1, chapter 7

Prefinal, 1.32.2

Safety, for mobile homes, 2.5.1

Involuntary assignments

To fewer bedrooms, 1.12.3

Due to required relocation, 1.22.3

## **-L-**

Civilian Living Quarters Allowance (LQA). See Civilian employees.

## **-M-**

Maintenance

Change of Occupancy, 1.32.2, 1.33

Contracts, 1.34

Routine, 1.33.1, chapter 7

Management costs, mobile homes, 3.6.2

Marriage

Application for housing , 1.9.8

Military with military spouses, table 1.4

## **-N-**

Net Floor Area/Net Square Footage (NSF), table 5.1

## **-P-**

Permanent Change of Station (PCS)

FH assignment, 1.1, 1.14.2

FH Termination due to PCS reassignment, 1.21.1, 1.21.8, 1.22.1

Initial PCS notification, 1.31

PCS from CONUS to accompanied O/S tour, 1.20.5

PCS from CONUS to O/S area, 1.4.1

PCS from long tour O/S area, 1.4.2

PCS with TDY en route, 1.20.4

PCS from UDR tour, 1.3, 1.14.2

Pregnancy, 1.1, 1.9.7

Prestige Housing, 1.11, table 5.2

Short-notice PCS, 1.6, 1.14.1

Termination from FH, chapter 7 (section I)

TLA in PCS status, 3.4

Unaccompanied family awaiting sponsor's PCS, 1.20.12

## **-R-**

Relocation Assistance Coordinating Committee (RACC), 1.23

Relocation Assistance Program (RAP), 1.23

Rental charges

Civilian employees. See Civilian employees.

Death of member, 1.21.3

Mobile home space, 3.6.1, 3.6.2.1

Separation/retirement, 1.21.2

Substandard housing, 1.10.4

Transition assistance, 1.20.13

Rental listings, 1.24

Reporting (Sign-In) month, 1.2

Retention of family housing, 1.19, 1.20, 2.4

## **-S-**

Safety, 2.2, 2.5.1, chapter 7,

Security, chapter 7

Standard Installation Topic Exchange Service (SITES), 1.23

Standardized Performance Work Statement (PWS), 1.34.2

Substandard housing, 1.10

## **-T-**

Temporary Lodging Allowance (TLA). See Permanent Change of Station (PCS)

Termination of family housing, 1.19, 1.21, 2.4, 3.6.3

Turn down options, 1.17

## **-U-**

Unaccompanied Dependents Restricted (UDR) Tour, 1.3

Utilities, 2.5.2, 3.6.2.4

## **-V-**

Voluntary application for

Less bedrooms, 1.12.2

Substandard housing, 1.10.3

## **-W-**

Walk-in Date, 1.2.2, 1.9.1, 1.9.5, 1.9.6

Waiting lists

Change of entitlement, 1.9.3

Exhausted waiting lists, 1.13.4

Housing office display of, 1.9

Marriage, 1.9.8

Prestige housing, 1.11.1

Single pregnant members, 1.9.7